

MAINTENANCE POLICY



Property Solutions of Utah (UPS) provides the following as an Addendum to your Lease Agreement. Tenant agrees to follow the maintenance instructions, and understands these instructions prevail unless otherwise stated in writing.

EMERGENCY: Call (801) 701-8033 Ext. 9

Procedures for requesting maintenance:

1. **All work orders must be submitted in writing** unless you have an emergency. Before submitting a work order, check to see if you can determine the cause of the problem. We've provided some troubleshooting tips for common problems on the following pages.
2. **Determine the priority of your maintenance request.** Not everything is an emergency. Use the guide below to determine what category your request may fall into and our estimated response time. Your request will be handled in the order it was submitted. NOTE: the response times are based on goals and are not guaranteed.
 - **Priority 3: EMERGENCY** situations that are a threat to the safety or health of individuals or may cause major damage to the property. Examples include fire, electrical hazards, flooding, or a tree falling on the house.
 - TARGET response time: Initiate the repair within 8 hours.
 - **Priority 2: URGENT** situations that may interrupt the normal enjoyment of your home or it that could develop into an emergency if not dealt with soon. Some examples include a leaking faucet, slow drains, constantly flushing/running toilets, malfunctioning appliance, loss of hot water, malfunctioning sprinklers, etc.
 - TARGET response time: 7 days.
 - **Priority 1: ROUTINE** issues that should be done to protect the long-term value of the property or ensure the comfort of the tenant. Examples include broken window screens, repairing fencing, gutter cleaning, driveway or parking lot maintenance, etc.
 - TARGET response time: 30 days

NOTE: Vendors normally work Monday – Friday, 8am – 5pm. Owners will pay extra to handle emergency situations after hours or on weekends/holidays. For URGENT or ROUTINE requests, you should expect the work to be done during normal business hours unless you are willing to pay the additional cost for expedited service.

3. **Emergencies:** Call PROPERTY SOLUTIONS OF UTAH at (801-701-8033). If our office is closed, call (801) 701-8033 and enter extension 9.
 - There are FEW emergencies.
 - Definition of an emergency: A life threatening situation that presents a danger to people or property.
 - Emergencies causing immediate danger such as fire, call 9-1-1
 - Emergencies involving gas or propane, call the gas company and, if necessary, 9-1-1
 - Emergencies involving IMMEDIATE electrical danger, call the utility service.
 - Emergencies such as backed up plumbing or flooding, call (801-701-8033) Ext 9 and follow instructions.
 - Loss of A/C, hot water, or a broken appliance is NOT an emergency. Loss of heat is not an emergency unless the temperature is below freezing.
4. **If it is a non-emergency, please do the following:**
 - **All non-emergency work orders must be submitted in writing!** PROPERTY SOLUTIONS OF UTAH provides several methods to submit written work orders:
 - Submit a maintenance request through the tenant portal:
 - Go to www.utahpropertysolutions.com
 - Click on "Tenant Portal" and log in. If you do not have an account set up, you can follow the instructions to establish one or contact the office for assistance.
 - Once logged in, click on "New Service Request" and fill out the form.
 - Email your maintenance request to service@utahpropertysolutions.com
 - Come to the office and fill out a form. If you are unable to travel, call the office and we will get a form to you by email, regular mail, or fax.

- **After submission:**

- After reviewing your work order, we may call to gather additional information or walk you through some troubleshooting steps in an attempt to resolve the issue.
- If we are unable to resolve the problem, PROPERTY SOLUTIONS OF UTAH will approve the work order and assign a vendor.
- The vendor will contact you to schedule an appointment for repairs. Please remember we are a small community and vendors get very busy. They typically cannot respond immediately unless you have an emergency.
- PROPERTY SOLUTIONS OF UTAH does not sign out keys to vendors. It is your responsibility to provide them with access. If you give them permission to sign out a key from the office, please call and let us know in advance.
- Be sure to coordinate with the vendor or PROPERTY SOLUTIONS OF UTAH if your schedule changes.
- If you do not hear from the vendor after the work was submitted, report this to the PROPERTY SOLUTIONS OF UTAH staff. We will research the cause of the delay and contact you with an update.
- If anything changes with the situation, please update the work order on the portal, by email, or by calling PROPERTY SOLUTIONS OF UTAH.
- After repairs are complete, call or email PROPERTY SOLUTIONS OF UTAH to tell us if the problem was fixed satisfactorily. If the problem persists or returns and you fail to report it, you may be held liable for any damages caused.

5. **Stand-up charge.** If you schedule an appointment with a vendor and fail to show up, cancel within 12 hours or have the home open for them, you will pay their trip charge plus \$25.

6. **Maintenance Charge Backs.** PROPERTY SOLUTIONS OF UTAH is responsible for repairing or replacing items broken by normal wear-and-tear. Some repairs are necessary due to accidents, misuse, or abuse. If the vendor reports to PROPERTY SOLUTIONS OF UTAH that the damage was not caused by normal use, PROPERTY SOLUTIONS OF UTAH will charge the repair costs to the tenant plus 10%. Failure to pay for maintenance charges could cause a default in the terms of your lease and be grounds for eviction.

7. **Scheduled maintenance.** Some Landlords request certain services be conducted on a regular basis in order to maintain the property. These services may be done with little or no notice to you. For instance, sprinkler setup or winterization, gutter cleaning, HVAC servicing, etc. If these services require vendors to enter the premises, we will coordinate the service with you in advance.

It is the responsibility of all tenants to report all repairs/maintenance problems

- Tenants can incur financial damages if they fail to report maintenance problems.
- Report the following:
 - Any sign of mold in the property immediately
 - All toilet and faucet leaks and any plumbing backups
 - Electrical problems
 - Heating and air-conditioning problems
 - Inoperative smoke detectors
 - Faulty appliances supplied in property
 - Roof leaks
 - Broken windows and doors
 - Fence repair
 - Malfunctioning sprinklers
 - Any other necessary repairs or unsafe condition
 - Major pest control items such as bees, cockroaches, rats, termites or other major infestations

Tenants will be responsible for the following charges:

- Failing to report necessary repairs.
- If there is a service call and it turns out it was just tripped circuit breaker.
- When appliances fail due to operator error.
- When residents cause sewer stoppages/blockages.
- If the tenant fails to meet a vendor at an assigned appointment and there is a vendor charge.
- If the Tenant or Tenant's guests or invitees, cause damage to the property.
- If the Tenant's pet causes damage to the property.
- If the Tenant reports a repair which does not require service.
- If the Tenant fails to replace battery for smoke detector or battery for remote door opener, and causes a service call for only battery replacement.
- For replacing doors, jambs, broken glass and/or windows unless the Tenant provides a Police Report detailing the cause of the problem showing forced entry by others.

- For damage to walls, carpets, floors, etc. because the Tenant left the windows or doors open during rain or wind.

Tenants are NOT to do the following

- Do **NOT** wash draperies
- Do **NOT** perform electrical work (this does not include changing light bulbs or batteries).
- Do **NOT** mar, deface, or change walls, woodwork, flooring, landscaping of the property without prior permission from Landlord or Landlord's Agent.
- Do **NOT** perform repairs unless authorized by PROPERTY SOLUTIONS OF UTAH or outlined in this guideline
- Do **NOT** deduct any unauthorized or pre-authorized maintenance expense from rent. If you are authorized to conduct maintenance, you will receive payment like any other vendor. Be sure to retain receipts and turn them in with your invoice once the work is complete.

Tenant Signature Date

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