



Advantage Pointe Properties  
6756 Ventana Hills Road, NW  
Albuquerque, NM 87114



**Maintenance Request**  
(Please Print)

*If this is an emergency, please call Advantage Pointe Properties at (505) 205-1581. If necessary, leave a message. We will respond within the hour. Also, please review the “Emergency Maintenance Request – What to Do” section of the Maintenance Request page on our website at <http://www.advantagepointeproperties.com/>.*

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Property Address

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Name of Property Manager (if known)

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Tenant Name

Best Contact Phone Number

**Nature of Maintenance Request**

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Tenant Signature

Date

Time

You may submit this request in person, by fax, or by scanning and e-mailing it to:

Advantage Pointe Properties  
6756 Ventana Hills Road, NW  
Albuquerque, NM 87114  
(505) 205-1581  
(888) 875-8717 (fax)  
[service@box133.com](mailto:service@box133.com)

(if e-mailing, please put “Maintenance Request” in the subject line)

***Please, do not mail this request. We consider all maintenance requests to be urgent. Mailing of this request may result in a delay in our response time. Any delay should be avoided as it may result in further damage to the property.***

**Thank you for submitting your maintenance request in a timely manner. Our goal is to provide you safe, enjoyable living conditions. Prompt submission of maintenance requests – big or small – will help us meet that goal.**