



How business picks up – on the phone & on the web.

Property Callout Form

General Community Information

Community Name: Contact Person:

Defining Immediate Need Calls

Check all the boxes that apply to immediate need calls. On the line next to each box indicate who the call is to be cleared to (i.e. Maintenance, Management, Security, etc). Any boxes left unchecked will be assumed to be the tenants responsibility

Grid of checkboxes for various callout categories like A/C, Alarms, Appliances, Broken Windows, etc.

Maintenance Contact Numbers & Callout Order (Provide an additional sheet if necessary)

Table with 6 columns: Callout Order, Name, Residence, Cell, Pager, Preferred Dial Out Order. Rows 1-4.

Management Contact Numbers & Callout Order

Table with 6 columns: Callout Order, Name, Residence, Cell, Pager, Preferred Dial Out Order. Rows 1-2.

Security Company Information

Table with 3 columns: Company Name, Phone, Patrol Hours.

Additional Comments: