



OWNER MAINTENANCE REQUEST

Owner _____
 Address _____ CITY _____
 State _____ ZIP CODE _____

**I/We owners of the above property requests that Secure Property Management, LLC
 Do the following maintenance to our property yearly:**

SWAMP COOLERS:

1- Winterize cooler. Drain water line, Drain cooler, Cover cooler,	YES	NO	
2- Start –up swamp cooler in the spring. Service cooler if needed With pads, oil, belt.	YES	NO	

SPRINKLER SYSTEM:

1- Winterize sprinkler system. Turn main water line off, open Valves, open drain valves.	YES	NO	Secondary or Culinary water
2- Blow-out sprinkler system	YES	NO	

FURNACE:

1- Change air filter in the spring	YES	NO	
2- Change air filter in the winter	YES	NO	
3- Vacuum out furnace	YES	NO	

FERTILIZE: 1- Please have my lawn fertilized with yearly contract. YES NO

Approved by: _____ Date _____
 _____ Date _____

Other special instructions or
 information: _____

