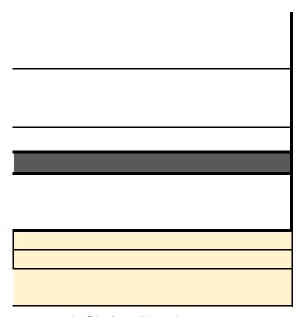
CCSS LEAPS Property Service Request (UPDA		
Date of Request		Check the Type of Service Needed/Requesting (check at that apply)
Request Submitted By		Tenant's Name
Program Name and Agency		Tenant's Current Address
Requestor's Contact Info		Tenant's Contact Number
Date Service is Due		Property Manager Name & Contact Info
FIND A UNIT: Household and Barrier Details (complete only if LEAPS is finding t		
Size of Household		Number of Children
Unit Size Desired		Desired Neighborhood/Areas
Desired Monthly Rent		Undesired Neighborhood/Areas
Pets/Service Animals (#, Size, Type)		Desired Amenities
Potential Barriers for Approval		Income Amount/Source (be specific)
Other Barriers		If no income, plan for income?
INITIAL OR ANNUAL HHS or HQS: Inspection Details (complete if LEAPS is completing		
Address to be Inspected Include unit #		Owner/Property Manager Contact Info
Rent Amount To Be Charged		Anticipated Move In Date <b>OR</b> Lease Expiration Date for Annual HQS
Indicate which utilities will be paid by owner and tenant	Electric wner enant  Gas wner enant  Water wner enant  Sewer wner enant  Trash wner enant	Date Unit Ready For Inspection (i.e. utilities on and ready to go)
Maintenance Requests or Assistance with Landlord/Property Manageme		

Maintenance Request Description		
Include original date request was submitted		
to Property Mgr/Landlord		
Issue/Concern that needs to be addressed with Property Mgr/Landlord		
Property/Landlord Phone & Email		
Additional Details for All Service Requests		
FOR LEAPS USE ONLY:		Date Request Completed
Date Request Received		Resolution
Assigned to		Details:
Date Spreadsheet Updated		

Please submit completed requests to: LEAPS@clarkcountynv.gov. If you are requesting an inspection, please identify "Urge

ED 10/2022)			
Check Find a Unit Only			
Check Find a Unit+ Inspect, RR, etc.			
Check HHS/HQS Inspection Only			
Check HHS/HQS Inspection+ RR, etc.			
Check Maintenance Request			
he unit)			
the Inspection)			
nt			



ent Inspection" in the Subject Line .