

CCSS LEAPS Property Service Request (UPDATE)

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 t

Address to be Inspected Include unit #		Owner/Property Manager Contact Info
Rent Amount To Be Charged		Anticipated Move In Date OR Lease Expiration Date for Annual HQS
Indicate which utilities will be paid by owner and tenant	Electric <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Gas <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Water <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Sewer <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Trash <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Date Unit Ready For Inspection (i.e. utilities on and ready to go)

Maintenance Requests or Assistance with Landlord/Property Manager

Maintenance Request Description	
<i>Include original date request was submitted to Property Mgr/Landlord</i>	
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 Received	Date Request Completed
Assigned to	Resolution
Date Spreadsheet Updated	Details:

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

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

the unit)

the Inspection)

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