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**MINIMUM MAINTENANCE AND TENANT STANDARDS**

This letter is directed to the maintenance vendors and staff of Mission Property Group. While you are at units we manage, please keep an eye out for these types of items. Please let us know immediately if you see any of these issues.

On some maintenance issues, we may want you to remedy the problem at the time of discovery. Please call to find out.

**Maintenance Standards:**

1. Smoke detector needs battery or not working (replace immediately)
2. Space or water heater does not work (call)
3. Broken windows (call)
4. Leaky faucets and backed up drains (call)
5. Debris and storage around water heater (clean immediately)
6. Broken or shorting electrical items that create fire or safety hazard (call)
7. Exterior lighting problems (call)
8. Problems with door or window locks (call)

**Tenant Standards:**

1. Tenant created health and safety and trip hazards
2. Tenant damage to unit
3. Poor Tenant house keeping
4. Tenant has pets or smoking inside of the unit
5. Tenant performing illegal activities in or around unit
6. Others performing illegal activities
7. Tenant storage outside of unit
8. Unapproved tenant modifications to unit

If you received a key to a unit, after a service call and work order is completed, please return or mail the key in within 2 calendar days.

Thank you,

Management