

# QUEST ASSET MANAGEMENT

## “SPECIALS” REQUEST FORM

The “Specials” Request Form is required for any special to be implemented on your property. All specials MUST be approved by BOTH the regional and the compliance manager. All request for specials should be completed and emailed to BOTH the regional and compliance manager no later than the 25<sup>th</sup> of each month prior to the month that the special will be implemented. Any repetitive specials provided from month to month will require a new approval be submitted by the 25<sup>th</sup>.

**NOTE: ONCE APPROVED BY THE REGIONAL AND COMPLIANCE MANAGER, PLEASE PLACE A COPY IN YOUR PROPERTY MARKETING NOTEBOOK.**

Property Name: \_\_\_\_\_

Requested Special: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date “Special” Begins: \_\_\_\_\_

Date “Special” Ends: \_\_\_\_\_

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Manager

\_\_\_\_\_  
Date

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(For Regional and Compliance Use Only)

\_\_\_\_\_  
Regional Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compliance Manager

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_