

CSR# -

Date Received -

Customer Service Request Form	*Please fill out ALL contact information in full*
Name:	Date:
<b>Townhouse No.:</b> (13720 – 100th Av	enue Surrey BC V3T 0L4) Strata Lot:
<b>Suite No.:</b> (13696 – 100th Av	enue Surrey BC V3T 0L5) Strata Lot:
Home or Cell Number:	Business Number:
Email Address:	
Suite is:  Owner Occupied  Tenant Occupied  Not Occupied	
Permission to enter Contact Phone Number:	
Tenant Name and Contact Phone Number:	
Fax Number:	

## Service Requests:

Please provide a <u>clearly written and precise description</u> of your request. The Customer Care Centre will forward all repair requests to our Construction Department who will contact you to schedule an appointment.

\*Please note that we can only accept service requests from the <u>Owner of the suite</u>. Tenants - please submit all Customer Service enquiries through your Landlord\*

## **CUSTOMER CARE CENTRE**

To process, please Email, Fax, or Mail to:

Email: <u>Amy.Wong.PAW@concordpacific.com</u>

*Fax:* (604) 899-9183 *Mail To:* ATTN: CONCORD PARK AVENUE LIMITED PARTNERSHIP 9<sup>th</sup>Floor – 1095 West Pender, Vancouver, B.C. V6E 2M6