

Customer Service Request Form	*Please fill out ALL contact information in full*
Name:	Date:
Suite No.:	Strata Lot:
Home or Cell Number:	Business Number:
Email Address:	
Suite is: $\Box$ Owner Occupied $\Box$ Tenant Occupied $\Box$ Not Occupied	
Permission to enter Contact Phone Number:	
Tenant Name and Contact Phone Number:	

CSR# –

Date Received -

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.CG3@concordpacific.com</u>

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