CSR# –

Date Received –

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:_____

Fax Number: _____

Suite is: ☐ **Owner Occupied** ☐ **Tenant Occupied** ☐ **Not Occupied**

Permission to enter Contact Phone Number:_____

Tenant Name and Contact Phone Number:_____

Service Requests:

Please provide a *clearly written and precise description* 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 Owner of the suite.
Tenants - please submit all Customer Service enquiries through your Landlord*

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CUSTOMER CARE CENTRE

To process, please Fax, Email or Mail to:

Fax: **(604) 899-9183**

Email: **customercare@concordpacific.com**

Mail To: **ATTN: CONCORD MET PROJECT LIMITED PARTNERSHIP**

9th Floor – 1095 West Pender, Vancouver, B.C. V6E 2M6