

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:	
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 Owner of the suite.  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.CG2@concordpacific.com</u>

Fax: (604) 899-9183