



**Customer Service Request Form**

*\*Please fill out ALL contact information in full\**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Suite No.: \_\_\_\_\_ (13750 –100th Avenue Surrey BC V3T 0L3) 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 clearly written and precise description of your request. After a Review, 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 Email, Fax or Mail to:

**Email:** [customercare@concordpacific.com](mailto:customercare@concordpacific.com)

**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