

Date Received by Customer Care Centre: _____

Customer Service Request Form

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

Suite No.: _____ Unit No. : _____

Name: _____ Date: _____

Owner Assigned Agent

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: _____

Service Request

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****

CUSTOMER CARE CENTRE

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

Email: CustomerCare.Cap1@concordpacific.com

Fax: (403) 262-8338

Mail To: ATTN: THE CONCORD (CALGARY) LIMITED PARTNERSHP
109-738 1st Ave SW, Calgary, AB. T2P 5G8