Date Received by Customer Care Centre: _____

Galleria
CONCORD GARDENS

Customer Service Request Form

Please fill out ALL contact information in full

Suite No.:_____ **Strata Lot:** _____

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 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 email customercare.dv@concordpacific.com