



HILLSIDE EAST

Customer Service Request Form

Please fill out ALL contact information in full

Building: _____ 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

CUSTOMER CARE CENTRE

To process, please email:

(Building C) customercare.bhe.c@concordpacific.com

(Building D) customercare.bhe.d@concordpacific.com