

## Montecito Towers Maintenance Request

Please fill out the form and drop it off at the Rental Office or Fax it to 604-420-4337

Date submitted: \_\_\_\_\_ 20SS

Suite: \_\_\_\_\_ A or B Tower

Tenant Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Problem: \_\_\_\_\_

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**Please circle or indicate a convenient day and time for the maintenance to be completed below. We will try our best to accommodate your request.** *(Just a note that Mondays and Fridays are usually busier for the maintenance staff than other weekdays. Regular maintenance requests are done Monday to Friday only.)* **For Emergency or Urgent maintenance requests (no heat, toilet not working, burst toilet tank, leaking pipes, etc) please call the Rental Office 604-420-5636 immediately.**

**Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

**9am-11am** **11am-1pm** **1pm-3pm** **3pm-5pm**

- I will be at home during the day & time I've indicated above.
- If I am not home, it is okay for the maintenance staff to go in during the day & time I've indicated above.
- Please call before coming to my suite
- Other \_\_\_\_\_

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Signature: \_\_\_\_\_