

TURNER MEAKIN SINCE 1912

PROPERTY AGENTS & MANAGERS

#108 – 2590 Granville Street, Vancouver, BC V6H 3H1
 Telephone: 604 736 7020 | Fax: 604 736 8566
 www.turnermeakin.com

TENANT SERVICE CALL FAX FORM: **(PLEASE FAX THIS FORM TO 604-736-8566)**

Date: _____

Tenant/ Company Name: _____

Address: _____

Telephone Number: _____

Contact Name: _____

Previously Phoned In? (Y/N): **To Whom?:** _____

When?: Today **or:** ____/____/____
mm / dd / yy

Priority Level: **URGENT:** **REGULAR SERVICE:**

Problem Type:

<input type="checkbox"/> Air Conditioning/Heating	<input type="checkbox"/> Leak
<input type="checkbox"/> Directory	<input type="checkbox"/> Lights/ Electrical
<input type="checkbox"/> Elevator	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Garbage	<input type="checkbox"/> Windows
<input type="checkbox"/> Graffiti	<input type="checkbox"/> Other _____

PROBLEM DESCRIPTION:
 (PLEASE BE AS CLEAR AS POSSIBLE)

FOR TURNER, MEAKIN MGMT. CO. LTD. OFFICE USE ONLY:

DISPATCHED: <input type="checkbox"/>	COMPANY DISPATCHED: _____
FOLLOW UP COMPLETED: <input type="checkbox"/>	TELEPHONE: _____
APPROVED: Y <input type="checkbox"/>	COMPLETED BY: _____
N <input type="checkbox"/>	APPROVED BY: _____
TENANT PAYS: Y <input type="checkbox"/>	PROPERTY#: _____
N <input type="checkbox"/>	
CAM: Y <input type="checkbox"/>	
N <input type="checkbox"/>	

* PLEASE NOTE THAT ALL SERVICE CALLS DURING BUSINESS HOURS ARE TO BE DIRECTED TO EMILY BRUYNINCKX. IN CASE OF AN EMERGENCY AFTER BUSINESS HOURS (ONLY), CALLS CAN BE DIRECTED TO ALAN GRAHAM AT 604-813-5230

** IF YOU NEED ADDITIONAL FORMS, Please Call 604-736-7020 OR Fax 604-736-8566 OR E-MAIL: Attn. Emily Bruyninckx - emily@turnermeakin.com

**Notifying the Landlord/Property Manager of damage or defects is a requirement of your lease.
 Please keep this form handy to not only record the problem and report it, but also as a followup tool.**