



Corporate Real Estate Services

MAINTENANCE REQUEST FORM

COMPANY NAME: _____

COMPANY CONTACT: _____

ADDRESS: _____ SUITE #(S): _____

CITY: _____

OFFICE PH. #: _____ BUS. HOURS: _____

DESCRIPTION OF LABOR/SERVICE (PLEASE BE SPECIFIC)

A WRITTEN ESTIMATE IS REQUIRED FOR ANY WORK FOR WHICH TENANT IS RESPONSIBLE FOR PAYMENT PRIOR TO PROCEEDING WITH REPAIR

APPROVAL SIGNATURE (REQUIRED) _____ DATE _____

PLEASE CALL US IMMEDIATELY TO CANCEL ANY MAINTENANCE REQUESTS.

PLEASE NOTE: IF YOUR ACCOUNT WITH KORMAN/LEDERER IS NOT CURRENT, AND THIS REQUEST IS NOT AN EMERGENCY, YOUR MAINTENANCE REQUEST MAY BE DENIED!

3100 Dundee Road Suite 116 Northbrook IL 60062 (847)498-1000 fax (847)205-9723