



CUSTOMER SERVICE REQUEST FORM

Please fill out information in full

Name: _____	Date: _____
Please Print	
Lot No.: _____	Address: _____
Phone No.: _____	Email Address: _____
Home is: <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Not Occupied	
Permission to enter Contact Phone Number: _____	

Please provide a *clearly written and precise description* of your request. Our Customer Care and Construction Department work jointly to complete your request from beginning to end. A representative will contact you to schedule an appointment after your request is received. If you wish to coordinate key drop off, please let the Customer Care Representative know.

***Please note that we can only accept service requests from the owner of the home.**

Tenants – please submit all customer service inquiries through your Landlord*

Please ensure the Customer Service Request Form along with the Permission to Enter Authorization Form is filled out and attached to your *"Deficiencies In Your Home"* ticket on Bazinga.



PERMISSION TO ENTER AUTHORIZATION

Please fill out information in full

Name: _____ Please Print	Date: _____
Lot No.: _____	Address: _____
Move in date: _____	
Phone #: _____	Email Address: _____
Home is: ___ Owner Occupied ___ Tenant Occupied ___ Not Occupied	
As the <input type="checkbox"/> owner / <input type="checkbox"/> agent of the above noted home; (please choose one) I hereby authorize the construction deficiency team to access the home to complete any remaining deficiency work until the following date: _____	
<input type="checkbox"/> please proceed with the work if no one is at home.	
OR	
I would like to be contacted any time someone from the construction deficiency team requires access to the home to complete any remaining deficiency work.	
<input type="checkbox"/> please call before entering.	
If a call is requested please provide the telephone number to contact: _____	
Signature: _____	

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