COOLMAN COMMUNITIES

SERVICE REQUEST FORM

Internal Use Only

Day to Do Service _____

Date to Do Service _____

Time _____

Homeowner Home? _____

Name _____

Home Phone _____ Work Phone _____

Address/Neighborhood _____

Date of Request _____

Closing Date _____

Do we have permission to enter without you being there? _____

If not, when will you be home in the next 2 weeks? _____

1st choice _____ 2nd choice _____

Our service hours are 7:30 am to 3:00 pm Monday and Tuesday.

INSTRUCTIONS: Please list the items you feel need adjustment or repair. It will help us if you can identify what you believe is wrong. Try to accumulate all items that need attention on this list so that our service manager can handle all items in one trip. Drop or email the request off at 359 S. Franklin Street, Valparaiso. Keep a copy for your records.

INTERNAL USE

Completed	Number	Item	What is wrong?