



**REPAIR/SERVICE REQUEST (Common Property Only)**

The information provided on this form is collected under the authority of the Personal Information Protection Act, part 2, section 3(11) and will be used to arrange repair and/or service scheduling. Any questions about the collection of this information may be directed to the Office Manager at (403) 250-7999.

**Contact Information** (please print)

|   |                      |                         |
|---|----------------------|-------------------------|
| Full Name                                     |                      | Condominium Unit Number |
| Address                                       |                      | City Postal Code        |
| Home Phone Number                             | Daytime Phone Number | Email Address           |
| Person/Agent authorized to act on your behalf | Contact Number (1)   | Contact Number (2)      |

Please note: Your name, address and contact information may be given to a Contractor in order to schedule necessary work. Please indicate your agreement (✓):  Yes

**Repair/Service Requested** (please print)

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please forward your completed request by mail, fax or email to:

MAGNUM Properties Management Ltd.  
Suite 204, 4712 – 13 Street NE  
Calgary, AB T2E 6P1

Phone: 403-250-7999  
Fax: 403-250-7991  
Email: condo@magnumpm.ca

**FOR OFFICE USE ONLY**

|                 |          |                     |
|-----------------|----------|---------------------|
| Assigned to     |          | Work Order Number   |
| Completion Date | Sign Off | Follow-up Required? |
| Details         |          |                     |
|                 |          |                     |
|                 |          |                     |