

# PASARROYO

## TENANT SERVICE REQUEST FORM

If you have a general service request, please complete this form and email to [smelkonian@coretrustmanagement.com](mailto:smelkonian@coretrustmanagement.com). For URGENT requests, please call The Office of the Building at 626.792.5161.

Tenant Company Name

Building #  Suite Number

Contact Name

Contact Phone  Contact Fax

Contact Email

Date of Request  Time of Request

Description of Service Requested


**AN ENGINEER, DAY PORTER OR OTHER SERVICE PERSONNEL WILL BE DISPATCHED**