

# Roof Leak Repair Request

To: Karen McMichael (941) 447-4522

Please fax to Karen McMichael at (941) 866-1073

DATE : _____
PROPERTY : _____
SUITE : _____
CONTACT : _____
PHONE : _____
OFFICE CONTACT : _____

Description and location of leak:

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<b>Sketch of suite showing approximate location of leak(s):</b>	By signing this roof repair request, I understand that should the leak not be related to a roof problem and related to a problem with my HVAC unit(s), I will be billed back by the Landlord. It is also understood that a roofing company will not be dispatched until the property manager receives this signed form via fax at (941) 866-1073
	<b>Authorized Signature (Required)</b>
	<b>Dispatch Date:</b>
	<b>Company:</b>
	<b>Completion Date:</b>