

CORPORATE OFFICE:
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Phone: (510) 763-2911 Fax: (510) 763-2922



Property # _____

Request # _____

**BALCO PROPERTIES LTD., LLC.
SERVICE REQUEST FORM**

Date: _____ **Building:** _____ **Suite/Bay:** _____

Tenant/Company Name: _____

Contact: _____ **Phone:** _____ **Fax:** _____

Description of Problem: _____

(To be completed by maintenance personnel only)

Supplies/Parts Used: _____

Description of Work Done: _____

Scope of follow-up required: _____

Date Work Completed: _____

Miscellaneous Comments: _____
