



AFTER HOURS BUILDING SERVICES REQUEST

Use this form to request building services beyond normal business hours for your building. After completion, email to your Property Management Team.

Business Operating Hours are defined in your lease. The billable rate is \$55/hour.

BUILDING: _____ **SUITE NO:** _____

PRACTICE NAME: _____

We request after hours service for our suite as follows:

Monday:	_____	AM to	_____	PM	Charge \$	_____
Tuesday:	_____	AM to	_____	PM	Charge \$	_____
Wednesday:	_____	AM to	_____	PM	Charge \$	_____
Thursday:	_____	AM to	_____	PM	Charge \$	_____
Friday:	_____	AM to	_____	PM	Charge \$	_____
Saturday:	_____	AM to	_____	PM	Charge \$	_____
Sunday:	_____	AM to	_____	PM	Charge \$	_____
Total (weekly) After Hours Charges \$						_____

I fully understand there is an additional charge for this service and that these charges will be invoiced as additional rents as identified under my lease agreement. I understand that charges will continue until written notice is received to discontinue.

Submitted by: _____ **Date:** _____

Phone No: _____ **Fax No:** _____

If you have any questions, please do not hesitate to contact Property Management.
Thank you!