

**SE BCC Building
AFTER HOURS HVAC REQUEST**

To request HVAC after regular business hours, please complete this form a minimum of 48 hours in advance of the time the service is needed. Please type or print this form, have it signed by an authorized officer of your firm and send it to the Property Management Office.

Date(s) Service is Needed: _____

Tenant Name: _____

Suite Number: _____

Hours Service is Needed (4-hour minimum): _____

AUTHORIZATION AND ACKNOWLEDGEMENT: I am authorized to sign this request form on behalf of the Tenant. I understand that the cost of after hours HVAC services is \$85.00 per hour with a four hour minimum, which price may change from time to time based on increases in vendor costs.

Date: _____

Tenant: _____

By: _____

Title: _____

PLEASE RETURN THIS FORM TO:

**Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, Colorado 80206
(303) 388-3506 (office)
(303) 388-3508 (fax)**