

**100 FILLMORE PLACE 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 \$42.00 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 1<sup>st</sup> Avenue, Suite 210  
Denver, Colorado 80206  
(303) 388-3506 (office)  
(303) 388-3508 (fax)**