



GARDEN CITY BORDER APARTMENTS, LLC

APARTMENT SERVICE REQUEST

Management Office
Elite Management Inc.
42-40 Bell Blvd.
Suite 507
Bayside, NY 11361
Tel (718) 939-1493
Fax (718) 939-1693
Elitemnt@aol.com
"Hablamos Español"

New Rentals Only
Tel (516) 742-1101
Fax (516) 233-3500
PO Box 141
Franklin Square, NY 11010
gcborderapts@optonline.net

Date of Request: _____

APT #: _____ Tenant: _____

Apt Phone: _____ Work: _____

Cell: _____

ITEM REQUESTED (Please be as specific as possible in your explanation)

Plumbing: _____

Painting Repairs: _____

Heat Related: _____

Kitchen: _____

Air Conditioning: _____

Windows: (Specify Room & Exact Problem) _____

Water Leaks: _____

Other: _____

SIGNATURE OF TENANT: _____

AUTHORIZED TO ENTER IN OCCUPANT'S ABSENCE? Y _____ N _____

For Office use only

ASSIGNED TO: _____ Date: _____

WORK COMPLETED: _____