

# Roof Leak Repair Request

To: Karen McMichael Office number: 941-723-3334

Please email to Karen McMichael at [KarenCommercialRE@gmail.com](mailto:KarenCommercialRE@gmail.com)

DATE : _____
PROPERTY : _____
SUITE : _____
CONTACT : _____
PHONE : _____
OFFICE CONTACT : _____
HRS. OF OPERATION: _____

Description and location of leak: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sketch of suite showing approximate location of leak(s):	By requesting this roof repair, I understand that should this leak not be related to a roof problem and related to a problem with my HVAC unit, that I will be billed back by the Landlord. It is also understood that a roofing company will not be dispatched until the property manager receives this signed form via email @ <a href="mailto:KarenCommercialRE@gmail.com">KarenCommercialRE@gmail.com</a>
	_____ Signature (Required)
	Dispatch Date: _____
	Company: _____
	Completion Date: _____