

The Venus - LMS 3963

Window Repair Request

To report any repairs that may be required to your windows, please complete this form and deliver to the site manager. Window repairs will be scheduled once a year normally during the spring. You will be notified when access to your unit is required. Two visits are normally required, one to measure and one to replace the actual window glass.

Suite No: _____

Date: _____

Owner: _____

Site Contact: _____

Contact Phone Number: _____

Which window requires replacement?	Is it foggy or actually cracked?

Please note that a foggy window is only cosmetic in nature and continues to function properly.

Are there any other water related problems around your windows?

All repair requests must be submitted using this form and delivered to the resident manager.

Site Fax: 604-608-1455

Site Email: vicvenus@novuscom.net