

MAGIC SWEEP CORPORATION
(757) 523-2400 / Fax (757) 523-2130
Service Request Form

Service Requested: _____
Describe Problems (if any): _____

Main Contact:
Property Mgr. or Agent's Name: _____
Phone Number(s) of Agent: _____

Tenants' Name: _____
Please use first & last names
Tenants' Phone Number(s) _____
Property Address: _____

(Please be sure to include the zip code)

Work order or P.O. number (if any): _____

Access (How are we getting in?): _____
**There is a \$20.00 charge to pick up & drop off keys. (\$10 each way)
Property must be within 10 miles of where key is being picked up from.
**If the property is vacant, we would still need power on.
**There is a \$25.00 service charge if we go out & there is no power.

Billing To: _____
Address: _____
Billing Phone Number(s) _____
Fax Numbers: _____
E-Mail Address: _____

Additional Comments: _____

*Billing anyone other than the main contact person, such as a closing attorney, will need to be verified by that person before billing can be authorized.

Thank You for choosing Magic Sweep to fulfill your service & maintenance needs. Please fax this form to 757-523-2130 or email to office@magic-sweep.com.