Avalon
Property Care and Management

Paradise, NL
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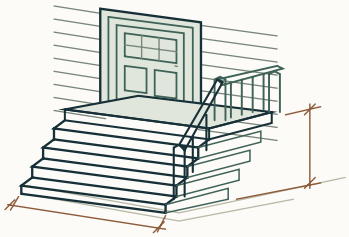
FOLLOW-UP / BLANK TEMPLATE

Service complaint or correction request



Identify a missed task, condition or billing concern and the resolution you're seeking.

TEMPLATE VERSION
1.0

COMPLETED BY
Booking owner

Describe the specific issue and when you first noticed it. State if an occupied unit or a pending handover makes follow-up time-sensitive.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Date first noticed *

Concern *

Missed or incomplete task / Workmanship or damage / Scheduling or access / Billing or charge / Communication / Other

What happened? *

Name the task, area or invoice entry involved.

Requested resolution *

For example, a return visit, clarification of an invoice line or a call from the manager.

Time-sensitive date, if any

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date