

MGM Tower

After-Hours HVAC/Lighting Request

Date: _____

Company Name: _____

Name: _____

Telephone #: _____

Type of Service Requested: HVAC/Lighting Lighting Only

Date(s) Service Requested For: _____

Time(s) Service Requested For: _____

Location: _____

Reference: _____

Total Hours Requested: _____

Billing Reference (If Applicable): _____

Signature: _____

Office of the Building Internal Use Only:

Request Received/Input By: _____

Date: _____

Time: _____

Effective June 1, 2008 a \$100.00 Programming Fee will be charged for each scheduled HVAC request. After-Hours HVAC is charged at the rate specified in each Lease Agreement.

Lighting requests are scheduled at no charge.

Please note that service requested through the Security Staff will be programmed via telephone and is only available in whole hour increments.

Send Completed Forms to the Office of the Building
Via email: officeadmin@jmbrealtycorp.com
Via facsimile: (310) 551-0088