

**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) \_\_\_\_\_  
Please include fax numbers.

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.