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**Johnson & Glazebrook, Inc.**

**1807 William Street, Fredericksburg, VA 22401**

**(540) 372-4444 / Fax: (540) 373-9848**

**WRITTEN REQUEST FORM**

**DATE:**

**NAME:**

 *(Please note, individual making request MUST be on Lease Agreement).*

**ADDRESS:**

**CONTACT#(s):**

 *(Please be sure to provide telephone number where you can be reached 9a.m. – 5p.m. M-F)*

**WRITTEN REQUEST**

**Signed: Date:**

(*Please note, this is ONLY a request for approval/maintenance, and does not guarantee completion of requested item).*

**JG OFFICE USE ONLY**

***Date Request Received:******By:***

***Notes:***

❒ Approved / Date: By:

❒ Denied / Date: By:

❒ Other / Date: By: