

AFTER-HOURS HVAC REQUEST FORM

Terms and Conditions: By submitting this request, the tenant acknowledges and agrees to the following:

- After-hours HVAC services are provided outside the standard building operating hours and incur additional charges as defined in the tenant's Lease Agreement.
- Requests must be submitted **at least 2 business days** in advance to allow for proper scheduling and confirmation.
- After-hours HVAC requests are subject to a **4-hour minimum** charge, as per your Lease Agreement.
- Cancellation or changes must be submitted in writing at least **24 hours** prior to the scheduled service time to avoid charges.
- The landlord/property management reserves the right to deny requests based on operational or building constraints, or during building maintenance.
- This form constitutes a formal request and acceptance of associated costs and responsibilities.

Tenant Company Name: _____

Tenant Contact Name: _____

Phone Number: _____

Email Address: _____

Suite Number: _____

REQUESTED HVAC SERVICE TIME

Date(s) Requested: _____

Start Time: _____

End Time: _____

BILLING INFORMATION

Billing Contact Name: _____

Billing Phone: _____

Billing Email: _____

Tenant Authorization Signature: _____

Date: _____



Please submit an HVAC Overtime Service Request through the 205datura.com Tenant Portal and attach this completed form.