



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

AFTER HOURS HVAC/LIGHTING REQUEST

To request after-hours HVAC or lighting, please complete this form, have an authorized person sign and submit it to the Property Management office at least one business day/24 hours prior to date of request. **Please note that there is an hourly charge of \$27.00 per hour for months in which the building chiller is in operation and \$17.00 per hour for months in which the building chiller is not in use.**

Regular building hours for lights and HVAC are as follows:

M-F: 5:30AM – 7:00PM and SAT: 7:30AM – 2:00PM

HVAC ONE TIME REQUESTS						
Suite	Date Start	Start Time		End Time		No. of Hours
			<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	

HVAC RECURRING REQUESTS						
Suite	Day of Week/Date(s)	Start Time		End Time		No. of Hours
			<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	

LIGHTING REQUESTS						
Suite	Date Start	Start Time		End Time		No. of Hours
			<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm		<input type="checkbox"/> am <input type="checkbox"/> pm	

Your account will be billed in accordance with our standard practices for the requested services. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

Company		Date	
Authorized Signature		Print Name	

Please send requests to mdutton@jlproperties.com.

If you have any questions, please contact Property Management:

Phone: 907.334.9220 Email: mdutton@jlproperties.com

2550 Denali Street, Suite 1612, Anchorage, AK 99503