

#201, 11729 - 105 AVENUE, EDMONTON, ALBERTA, T5H 0L9  
PHONE (780) 488-8408 \* FAX: (780) 455-0339



Date:

Send to:

Property:	Property Code:
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## ITEMS REQUIRING PODCO'S ATTENTION (To be prepared by apartment managers )

The following list of Rental / Maintenance items that needs PODCO's attention at this time.  
Indicate level of urgency ( example: Urgent, Not Urgent , For Consideration, or any other indicator )

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Prepared by:

\_\_\_\_\_

E- Mailed: \_\_\_\_\_ Delivered Personally \_\_\_\_\_ Faxed: \_\_\_\_\_ Sent by Mail: \_\_\_\_\_