

To Whom This May Concern

If you have been directed to this **1040 form** it means that you're **Request** or **Concern** was outside of the ability of our front desk personals authorization to resolve. Please understand the front desk personal are there to rent units, answer telephone calls and process payments. All other matters (administrative and Maintenance) are reference to an individual who are authorized to handle something assigned to them in their field of expertise.

Please fill in the form as outline below. **Be as detailed as possible to provide us with a clear understanding of the matter at hand.** When you have completed this form you will have three options of submittal. **1)** Hand deliver it to our front desk during normal business hours. **2)** Fax it to 719-629-9112 or **3)** Mail it to Valley Mini Storage at 639 Carson Blvd, Fountain, Colorado. 80817

<u>Your Name:</u>	<u>Unit #:</u>	<u>Date of submittal:</u>	<u>Time:</u>
<u>Contact Tel #'s</u>	<u>Home</u>	<u>Cell #</u>	
<u>Best time to contact you:</u>	Morning	Afternoon	Evening
<u>The nature of your request:</u>	Special need	Reporting something	Complaint

Your comments: (Please be as detailed as you can)

Your suggestion (s) for resolution:

Please Print, sign, date and forward via one of the three methods referenced above.

Signed: _____ Date: ___/___/___

Thank you for submitting the above reference information. This form will be forwarded to the appropriate individual and they will respond to you as soon as they have gathered all the relevant facts related to your request.

-----**Company Use Only**-----

Assigned to: _____ Date of assignment: ___/___/___

Date Resolved: ___/___/___ By: _____ Attach this form and your 1040-A form (customer solution form) to the customer's rental contract When completed.