



# Service Request Form

**PLEASE FILL OUT ALL INFORMATION CLEARLY AND RETURN TO:**

Beach Property Management & Rentals, LLC  
578 Mallard Lake Drive  
Myrtle Beach, SC 29577

or

FAX: 843-238-1192

or

EMAIL: [residentrelations@sc.rr.com](mailto:residentrelations@sc.rr.com) or [svmanager@sc.rr.com](mailto:svmanager@sc.rr.com)

**NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**UNIT #** \_\_\_\_\_ **EMAIL :** \_\_\_\_\_

**DESCRIPTION OF PROBLEM OR ISSUE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does management have permission to give a key to the contractor or committee member if entry is needed:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

**If no, please be sure to include a good contact number above so the contractor / committee member can schedule a time with you.**

\*\*\*\*\*

**For office use only:**

Service request entered into system by: \_\_\_\_\_

Service request issued to: \_\_\_\_\_

Date of service request: \_\_\_\_\_