

SPECIAL INSTRUCTIONS: DOWNLOAD FORM AND FAX TO 617-236-7655. ALL FORMS MUST BE LEGIBLE OR THE REQUEST CANNOT BE FULFILLED. IF YOUR PROPERTY HAS A TELEPHONE ENTRY SYSTEM PLEASE DO NOT SUBMIT THIS FORM TO MANAGEMENT UNTIL YOUR HOME PHONE NUMBER IS ACTIVATED. IF YOU ARE REPLACING A ROOMMATE BE SURE TO LIST ALL RESIDENTS IN YOUR UNIT OR ONLY YOUR NAME WILL APPEAR. ONLY ONE PHONE LINE PER UNIT. CELLS PHONES CAN BE PROGRAMMED. PLEASE NOTE TONES OF CELL PHONES SOMETIMES DO NOT RELEASE THE ENTRY DOORS.

(INTERCOM/MAILBOX REQUEST)

DATE: _____

UNIT: _____

BUILDING: _____

PHONE NUMBER TO BE PROGRAMMED: _____

Resident (s) Full Name	Work Phone #	Occupation	D.O.B.

PLEASE NOTE INTERCOM DIRECTORIES CAN ONLY HOLD ONE LINE OF NAMES PER UNIT. IF YOU HAVE ROOMMATES WE WILL DO OUR BEST TO FIT ALL NAMES ON THE DIRECTORY OTHERWISE WE WILL TAKE THE FIRST NAME LISTED ON THE FORM.

Last Names Only

Mailbox & Intercom to Read:

The building's insurance is designed to cover common area property only. A HO6 policy should be purchased by owners and tenants alike to cover their personal property, building deductibles, and any relocation and loss of use necessary to sustain them through a disaster. I.E. Flood or fire

IMPORTANT INFORMATION:

Please circle correct information

What type of stove is in Unit: Electric/Gas If Gas, Electric Igniter or Need to manually relight pilot with match?

Please circle correct information

Circuit Breaker in Unit/Fuse Box in, please write-in location hallway.

Please circle correct information

Does your unit have a fireplace(s) Yes/No Is your fireplace a working fireplace? Yes/No