

Unit Information Change/Moving Notification Form

Please complete and return this form to 125 Jersey Street/ Boston, MA 02215 /or fax to: 617-262-9852 / or
Email: lizsellers@bostoncondomgmt.com

INFORMATION FOR UNIT WHERE YOU ARE REQUESTING A MOVE/CHANGE

Street Address

Unit(Apt) Number

Are you moving in or out? Check One In Out N/A just updating my contact info

Moving Dates: if applicable

Unit Owner/Landlord Information

Unit Owner Name 1

Unit Owner Name 2

Mailing Address

Phone 1

Email 1

Phone 2

Email 2

Additional Contact Info

For buildings with intercom/call box systems, please circle which number you would like to program.
Not all intercoms work with nonlocal area code phone numbers. Only the resident of the unit may be programmed to use the intercom.

Is there an agent or emergency contact authorized to act on owner's behalf? Name & Phone

Tenant Information – (If Renting Unit)

Tenant Name 1

Tenant Name 2

Tenant Name 3

Date Lease Starts

Date Lease Expires

Phone 1

Email 1

Phone 2

Email 2

Phone 3

Email 3

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Other Information

For Office Use Only

Directory/Name Plate Updated	Done by		Date		N/A
Elevator Pads Scheduled	Done by		Date		N/A
Entered Into Yardi	Done by		Date		N/A
Intercom Programmed	Done by		Date		N/A
Moving Fee Assessed	Done by		Date		N/A