

# Unit Information Change / Moving Notification Form

Please complete and return this form to: 121 Captains Row, Chelsea, MA 02150, Fax: 617-887-3330, or email: [condocommunications@lundgrenmgmt.com](mailto:condocommunications@lundgrenmgmt.com).

<b>INFORMATION FOR UNIT WHERE YOU ARE REQUESTING A MOVE/CHANGE</b>			
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			
<b>Unit Owner/Landlord Information</b>			
Unit Owner Name 1			
Phone 1		Email 1	
Unit Owner Name 2			
Phone 2		Email 2	
Mailing Address			
Additional Contact Info			
For buildings with intercom/call box systems, 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			
<b>Tenant/Occupant Information (if moving in with a roommate, include <u>all</u> current occupants)</b>			
Relationship to Owner	Tenant	Roommate	Relative Other: _____
Date Lease Starts		Date Lease Expires	
Tenant/Occupant Name 1			
Phone 1		Email 1	
Tenant/Occupant Name 2			
Phone 2		Email 2	
Tenant/Occupant Name 3			
Phone 3		Email 3	
For buildings with intercom/call box systems, not all intercoms work with nonlocal area code phone numbers. Only the resident of the unit may be programmed to use the intercom.			
<b>Other Information</b>			

<b>For Office Use Only</b>					
Directory/Name Plate Updated		Date		Done by	N/A
Entered Into Yardi / Other		Date		Done by	N/A
Elevator Pads Booked		Date		Done by	N/A
Intercom / Fobs Programmed		Date		Done by	N/A
Moving Fee Assessed		Date		Done by	N/A
Former Occupants					