

Intercom & Mailbox Information

INTERCOM

To have the intercom programmed for your apartment, submit the form below to the Fenmore Maintenance Office. You may call the office at 617-424-8235 but if you leave your information via voice-mail please **speak clearly** and **SPELL** your name so we can enter the information correctly. Land line or cell phone numbers in **any U.S. area code** may be used.

When a visitor dials your code, the system will ring your phone. To release the doors and let your visitor into the building, **press 9**.

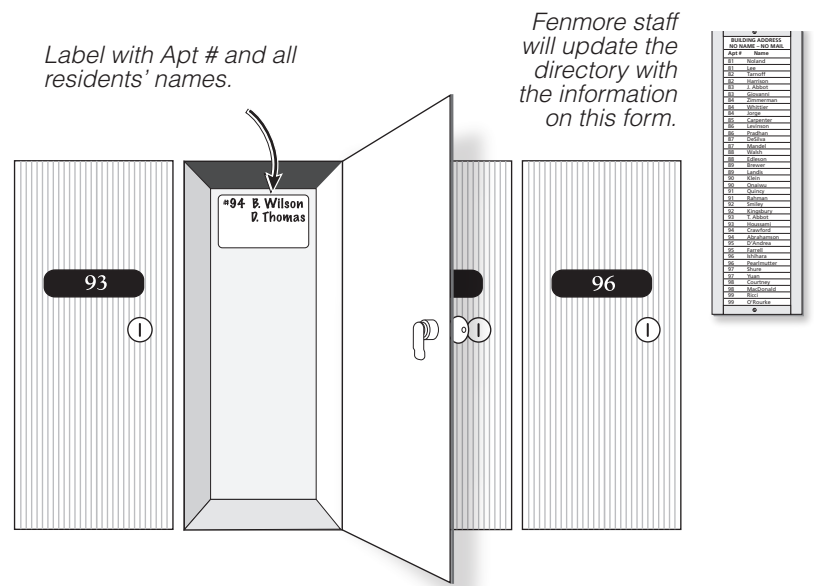
Keep security in mind! Don't release the entry doors for anyone you don't know, or let strangers follow you in. Don't leave the doors propped open when you are not in sight.

MAILBOX

In order to receive mail at the Fenmore the post office requires that the **names** of all residents be listed in the **directory** located near the mailbox AND displayed on a label inside the mailbox. Once you have submitted the information form below, the Fenmore staff will update the directory.

Residents should place a label (approximately 4" wide) with your **apartment number** and **all residents' last names** clearly written on it at the top of the back panel **inside your mailbox**.

Your **mailbox key** may be obtained from the outgoing residents or your landlord/unit owner. If not, the Maintenance Office can provide copies of the mailbox keys for \$25 each.



Intercom Programming/Mailbox Directory Information

Complete this form (please print clearly) and drop it off at the Fenmore Maintenance Office, 64 Charlesgate East (rear), or call 617-424-8235.

Building _____ Apt. Number _____

Last name & phone number for each resident:
