

Move-In/Move-Out Notification Form

Please fill out this form and return it to the Fenmore Maintenance Office drop box in the basement of 64 Charlesgate East. (Your building key will let you into the rear door of 64 CGE.)



RESIDENT INFORMATION

Name(s) of Tenant(s)	
Tenant Phone Number(s)	
Landlord Name(s)	
Landlord's Phone Number(s)	
Lease dates (if applicable)	

MOVING/UNIT INFORMATION

 Complete the following regarding the particular unit that is changing occupancy.

Street & Unit/Apt#	
Moving Date(s)	
Is this a Move-In or Move-Out?	Circle one: MOVE-IN MOVE-OUT

OFFICE USE ONLY:

Intercom updated: _____ Mailbox updated _____ Entered in TOPS _____