

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.

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					
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					
Tenant/Occupant Information (if moving in with a roommate, include <u>all</u> current occupants)					
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.					
Other Information					

For Office Use Only					
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					