

THE LUNDGREN MANAGEMENT GROUP, INC.

Resident Information Change/Moving Notification Form

Return this form to: 121 Captain's Row, Chelsea, MA 02150, Fax: (617) 887-3330 or email: shelly@lundgrenmgmt.com.

ALL FIELDS MUST BE COMPLETE.

UNIT OWNER INFORMATION

Name(s)

Phone Number(s)

Email Address

Agent authorized to act on owner's behalf (if applicable)

RESIDENT INFORMATION (if different than above i.e.: tenants, roommates)

Name(s)

Phone Number(s)

* Not all intercom systems work with out of state phone numbers.

Email Address(es)

Lease dates (if applicable)

Do you have a roommate?

Please list their name(s)

MOVING/UNIT INFORMATION - Complete the following regarding the Condominium address you (or your tenant) are informing about.

Condominium Name

Street, Unit/Apt# City

Moving Dates

Is this a move in or out? -----

IN

OUT

N/A -(information update)

ADDITIONAL INFORMATION

Sign: -----

Print: -----

Date: -----

For Office Use Only:

Moving Fee Assessed? ___yes ___date ___n/a

Intercom Programmed? ___yes ___date ___n/a

Directory/Name Plate Done? ___yes ___date ___n/a

Entered Into Tops? ___yes ___date ___n/a