

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	
Unit Owner Name 2	
Mailing Address	
Phone 1	Email 1
Phone 2	Email 2
Additional Contact Info	

For buildings with intercom/call box systems, please circle which number you would like to program.
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	
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Tenant Information – (If Renting Unit)	
Tenant Name 1	
Tenant Name 2	
Tenant Name 3	
Date Lease Starts	
Date Lease Expires	
Phone 1	Email 1
Phone 2	Email 2
Phone 3	Email 3
For buildings with intercom/call box systems, please circle which number you would like to program. 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
Elevator Pads Booked		Date		Done by		N/A
Entered Into Yardi / Other		Date		Done by		N/A
Intercom / Fobs Programmed		Date		Done by		N/A
Moving Fee Assessed		Date		Done by		N/A
Former Occupants						