

# Water Shut Off Request Form

Water shut-offs may be scheduled Monday through Thursday. The shut-off must start at 10:00 AM and must be completed no later than 2:00 PM. Your licensed and insured plumber must be on site and ready for the shut off at 10 AM. All shut-offs must be scheduled at least two (2) business days in advance.

For service continuity, water will not be turned off until work is ready to commence. You (or your contractors) are responsible for contacting the management office at 617-887-3333 when you are ready for the shut off.

The unit owner is responsible for charges incurred by the condominium association for this service. There is a base \$85.00 fee, payable to your condominium association, for the water shut off and to turn it back on. If you require multiple maintenance visits, additional charges will apply (maintenance charges are billed hourly at \$85.00).

To schedule a water shut-off in your building, please complete this form and submit it by email to [condocommunications@lundgrenmgmt.com](mailto:condocommunications@lundgrenmgmt.com) or by fax to 617-887-3330.

<b>Unit Owner Name:</b>	
<b>Street Address and Unit #:</b> <small>(Where you need the water shut-off):</small>	
<b>Phone Number and Email:</b>	
<b>Reason For Shut-Off:</b>	
<b>Date &amp; Time for Requested Shut-Off:</b>	Check One: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH Date:            ___ / ___ / 20___ (MM/DD/YYYY) Time: <b>10:00 AM</b> to ___ : ___ AM / PM

If you do not receive a confirmation call or email from our office informing you that the shut-off has been scheduled, please call our office at 617-887-3333 at least two (2) days prior to conducting any work to verify we received your form.



**Thank you!**  
**The Management Team**