



Mail Delivery, Intercom Systems & Contact Information

We kindly request that all residents provide home and/or work/school email addresses to facilitate resident communications from the management office.

Please return this form to the "Property Manager" office located off the lobby. If the office is closed at the time you return your form, feel free to slide the form under the office door.

Thank you for your patience as we finalize the details on these very important building features.

1. Package Delivery

\_\_\_\_ I will be pick up my Packages at the Leasing Office between 9 AM and 6 PM, Mon-Fri

\_\_\_\_ I can not pick up Packages at the office. Please deliver Packages to my apartment. I understand you will enter the apartment to deliver the Package.

2. INTERCOM PHONE #

My intercom button should ring to: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

My intercom button should ring to: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

3. EMAIL ADDRESSES

Home Email Address \_\_\_\_\_

Work/School Email Address \_\_\_\_\_

**\*PLEASE RETURN THIS COMPLETED FORM TO THE MANAGEMENT OFFICE, THANK YOU\***