

Request to Update Intercom Listing

This form is intended to be used in order to request updating to the 3600 Intercom listing such as name, buzz code, phone number, spelling changes, etc.

Please fill out only the applicable section for your request. Once the form is completed, please drop the form off in the Board / Management Mail slot located in the 3600 Main entry.

NEW OWNER / RESIDENT INFORMATION

Last Name: _____		First Name: _____	
Are you an / a: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant		Unit #: _____	
Intercom Telephone Number to Program	Name as to be listed on the Intercom List		

Note: Phone number must be in the 902 area code
 Any phone (cell, home) can be used as the Intercom phone number
 Printed list for Names directory is in the *LastName, Initial* format
 If two names are to be listed, they will be only 1 entry (Example: *Jones, C. / Smith, J.*)

UPDATE REQUEST ONLY - OWNER / RESIDENT

I Request that the following be updated (check all that apply):			
<input type="checkbox"/> Phone Number		<input type="checkbox"/> Name	
Last Name: _____		First Name: _____	
Are you an / a: <input type="checkbox"/> Owner <input type="checkbox"/> Tenant		Unit #: _____	
Intercom Telephone Number to Program	Name as to be listed on the Intercom List		

Once the information has been updated, you will receive a call or voicemail from the 3600 Intercom to test the changes and also inform you that the changes are complete.