



Condominium Trust / 42 Eighth Street / Charlestown / MA 02129 / tel. 617.952.0108 / www.parrislandingcondominium.com

# MEMORANDUM

**TO:** All Owners/Residents  
**FROM:** Barbara Blinn, Property Manager  
**DATE:** January 14, 2010  
**RE:** UPDATED OWNER/RESIDENT INFORMATION

Upon taking residency, all new Owners and Residents are given an information package pertaining to Parris Landing. As it is imperative that the Management Office retain accurate records, this package contains informational forms Owners/Residents are to complete and return. If any information changes during your ownership/residency it is important that you contact the Management Office to update this information.

Updated Information Forms should include:

- ❖ Contact Information Form
- ❖ Emergency Contact Information Form
- ❖ Package Release Form (Allows staff to accept package deliveries in your absence. A package key is placed in your mailbox notifying you of a package delivery.)
- ❖ Entry Authorization Form (Authorizes staff to issue your unit key to a person authorized by you. No key will be issued with out written authorization of the Unit Owner/Resident.)
- ❖ Pet Registration Form (Must be completed even if you do not own a pet.)
- ❖ Vehicle Owner Information Form: (Forms are required for the issuance of a Parris Landing parking sticker.)

If any information has changed since your occupancy or you are unsure if you have submitted all of the above forms, please contact the Management Office.

Your anticipated cooperation is always appreciated.