

Dear Tenant,

Please fill in your information below. We need to have your phone number and email address on file in case we need to contact you.

Thank you,
Metro Properties Management

Name: _____

New Apartment Address: _____

Primary Phone #: _____ Circle: Cell / Home / Work

** Primary number will be used for call box (entry system) if applicable
(1106 W. Franklin St, 1108 W. Franklin St, 1125 W. Grace St & 1411 Grove Ave)*

Secondary Phone #: _____ Circle: Cell / Home / Work

Email Address: _____

*** Lessee acknowledges that any notices of maintenance, pest control, inspections, showings of the apartment (if tenant is not renewing lease), etc may be handled via email. It is the Lessee's responsibility to check his/her email on a daily basis. Emailed notice will be distributed a day in advance (by 6:00 PM).**

X _____
Lessee

____ / ____ / ____
Date