

INTERCOM DIRECTORY REQUEST AND UPDATE FORM
1280 & 1284 Gordon Street, Guelph, ON

Important Information

- This form must be completed by the registered owner of the unit.
- Tenants must submit requests through their landlord, who must complete and sign this form.
- Only one (1) intercom entry per unit is permitted.
- Only local phone numbers (519 or Guelph-area 226 numbers) will be accepted.
- Only one last name and one first initial may appear in the intercom directory.
- Do not assume your intercom information will automatically be updated through an Owner Information Form. A completed Intercom Request Form must be submitted to management via email at WSCC248@fiveriverspm.ca.

Unit Information

Building Address: ☐ 1280 Gordon Street ☐ 1284 Gordon Street

Unit Number: _____

Type of Request

- ☐ New Intercom Entry
- ☐ Update Existing Intercom Information
- ☐ Remove Existing Intercom Entry

Requested Intercom Directory Information

Last Name: _____

First Name: _____

Phone Number (Local Only): _____

Intercom Display Format: Last Name, First Initial (Example: Smith, J)

Owner Authorization

I certify that I am the registered owner of the above-noted unit and authorize management to add, update, or remove the intercom directory information as requested above.

I understand that only registered owners may request changes unless written authorization is provided; management is not responsible for incorrect information; processing times may vary; future changes require a new request form; only local phone numbers and one intercom entry per unit are permitted.

Owner Signature: _____

Date: _____

Management Use Only

Date Received: _____

☐ Ownership Confirmed

Date Completed: _____