



Package Log Information Sheet

Dear Residents:

Please be advised that our new Package Track System is now operational. We have implemented a new package management resident notification system. As part of this system you can choose how to receive notifications when your package(s) arrive. We are also using this as an opportunity to update our records with current telephone numbers and email address.

As you are aware with any new computerized system there will be growing pains. So please be patient during this process.

One copy of this form should be completed independently by each resident of every unit. Please complete this form and return it to the management office. If you have already completed this from, there is no need to complete it again.

PLEASE PRINT:

Name (First and Last): _____

Unit Number(s): _____

Email Address: _____

Home Phone: (_____) _____ - _____ Cell Phone: (_____) _____ -

Work Phone: (_____) _____ - _____

Please indicate below how you would like to be notified when your package(s) arrive. You may only mark **only one (1)** selection below:

- Email
- Text Message to Cell phone (phone must be able to receive text messages)
- Voice Message to Cell phone (phone must be capable of receiving recorded messages)
- Voice Message to Home phone (phone must be capable of receiving recorded messages)
- None

Signature: _____ Date: _____ / _____ / 20 _____