



NEW ENGLAND

PROPERTY AND REAL ESTATE MANAGEMENT LLC

COMMERCIAL OWNER CONTACT INFORMATION FORM

Instructions for Completing the Contact Information Form

Please complete this form in full and provide accurate details to ensure we maintain up-to-date records for contact and business information.

- If additional space is needed feel free to attach another form.
- If two individuals share the same information (e.g., phone or mailing address), you may draw an arrow across the row to indicate this.

Thank you for your cooperation.

How to Return the Completed Form

You may return the completed form by either of the following methods:

Mail to:

*New England Property and Real Estate Management LLC
PO BOX 731
Boston, MA 02128*

Email to:

Docs@Neprem.com

Date of completing this form:	Property Name/Address:		
Your Unit Number: You may list multiple numbers if you own more than one unit			
Business Name:		General Email:	
Business Phone:	Business Mailing Address:		
Name of person filling out this form:			



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Information Subject	Person 1	Person 2	Person 3
Name			
Company Role			
Email			
Phone			
Mailing Address			

Are you renting your unit?

If yes, check the box below that applies to you:

- ☐ I am renting my property currently
- ☐ I am going to rent my property within the next 12 months
- ☐ I may rent my property within the next 12 months, but I'm not sure

Tenant Information:

Company Name:		Key Contact Name:
Phone:	Email:	
Mailing Address:		
Lease Term (Start and End Date):		