

CHANGE OF STATUS – LEASED PROPERTY

Check Appropriate Category:

- Name Change (For New Lessee(s) or Change in Name of Current Lessee(s))
- Mailing/Correspondence Address
- Billing Address

Please be advised if you have more than one property; a separate form is required for each property in order to make the appropriate change(s).

LEASEHOLDER INFORMATION

SRIA ACCOUNT:

Lot/Parcel/Unit:

Block:

Subdivision/Development:

Location Address: _____

CHANGE TO:
(PLEASE COMPLETE APPLICABLE SECTIONS)

NAME(S) _____

CONTACT PHONE #S _____

EMAIL CONTACT _____

MAILING /COORESPONDENCE ADDRESS

P.O. BOX OR STREET ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

BILLING ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)

MORTGAGE COMPANY NAME (If Applicable): _____

P.O. BOX OR STREET ADDRESS : _____

CITY: _____ ST: _____ ZIP: _____

SIGNATURE OF MASTER LEASEHOLDER (or authorized representative):

_____ **DATE:** _____

FOR SRIA USE ONLY

	DATE CHANGED	INITIALS
CENTERSOFT	_____	_____
ADDRESS FILE	_____	_____
ROLODEX	_____	_____
RES/COMM DB	_____	_____