

**Address Change Form**

Date: \_\_\_\_\_

Maxwell-Kates, Inc.  
9 East 38<sup>th</sup> Street, 6<sup>th</sup> Floor  
New York, NY 10016  
Attention: Accounting Department

Please change the mailing address for all correspondences and monthly maintenance / common charge bills for the following apartment:

Building Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

Apartment Number(s): \_\_\_\_\_

Lease I. D. Number: \_\_\_\_\_

*(this information is indicated on your monthly maintenance / common charge bill. i.e. 184900-011269)*

Shareholder(s) / Unit Owner(s) Names *(please print)*:

\_\_\_\_\_  
\_\_\_\_\_

My Current Address is: \_\_\_\_\_ Apt. \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Please change to the following new address:

Name(s) if different from above: \_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

I can be reached at the following telephone number(s) or email address should you have any questions regarding this address change:

\_\_\_\_\_  
*Home/Business/Cellular(circle one)*

\_\_\_\_\_  
*Home/Business/Cellular(circle one)*

\_\_\_\_\_  
*Email address*

\_\_\_\_\_  
*Email address*