



Please complete this form with the name you wish to have displayed on the directory and the telephone number to be used with the intercom system.

BUILDING ADDRESS: **15 BASEBALL PLACE**

DATE OF REQUEST: \_\_\_\_\_

NAME\* \_\_\_\_\_

UNIT No: \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PREFERRED (4-digit) DIAL CODE \*\* \_\_\_\_\_

\* 15 characters max (including spaces)

\*\* All dial codes on the system MUST be unique. Requests are fulfilled on a "first come, first served basis". If no preference, the last 4 digits of the entered phone number will be used. In the event that either your selected number, or the last 4 digits of your phone number are already in use, the next available number will be inserted; e.g.: (xxx) xxx – 1234. If 1234 is taken, 1235 or 1236, etc., will be used instead.