



ENTERPHONE REQUEST

If you would like to your name entered into the enterphone system in the vestibule, please complete the information below and return this form to Management Office in person or via the concierge desk or by email shanta.sapkota@melbournepm.ca

Subject: Enter-Phone Registration

Please arrange to have the following appear at the Enter-phone

Resident's Name: _____ **Suite #** _____

Phone Number: _____ **(local number)**

Signature: _____

Date: _____

Please print clearly the name that as you would like to appear on the Enter-Phone System. We are unable to program any numbers that are long distance.

Print Name: _____

If you find that your name and code for your unit hasn't been posted on the Enter-phone in 7 days, please notify the Management office.

Please Note: Enter Phone details can only be updated when a copy of the Lease is on file and the resident's information forms have been filled out and submitted.