



# SOUTH POINTE CONDOMINIUM COMPLEX

## INTERCOM CHANGE FORM

**Unit:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Owner(s) Email:** \_\_\_\_\_

**Owner(s) Phone #:** \_\_\_\_\_

**Tenant(s) Name:** \_\_\_\_\_

**Tenant(s) Email:** \_\_\_\_\_

**Tenant(s) Phone #:** \_\_\_\_\_

**Move in Date:** \_\_\_\_\_

**Name(s) to Display:** \_\_\_\_\_

**Desired Phone #:** \_\_\_\_\_

Only local phone numbers starting with 403, 587, 368 or 825 can be programmed. Once set-up, the occupant's phone will ring when a visitor enters the buzzer code (These are not the same as the unit number/address).

Dial/Press "9" on your phone to let the visitor in.

**Note:** Residents are responsible for the actions of their visitors.

Intercoms are updated every first and third Friday in a month.

Please sign to authorize the change. If the unit is rented out, please print both the name of the owner(s) and the tenant(s). Only one signature is required.

**Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tenant(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this document to: [office@southpointecondos.ca](mailto:office@southpointecondos.ca) and [info@gosmartmanagers.com](mailto:info@gosmartmanagers.com)

*For internal office use only:*

**Dial Number:** \_\_\_\_\_ **Date Programmed:** \_\_\_\_\_