

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).

LEASEHOLD INFORMATION

SRIA ACCOUNT

Lot/Parcel/Unit: BLOCK: Subdivision/Development:

Location Address:

CHANGE TO:
(PLEASE COMPLETE APPLICABLE SECTIONS)

NAME(S) _____

Contact phone number(s) _____

MAILING/CORRESPONDENCE 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	_____	_____
MSBU DB	_____	_____