



Renter Profile / Move-in Form

Please fax to (206) 443-1672 or email to concierge@ellingtonconcierge.net

MOVE IN DATE:
REGISTRATION FEE: Check # Dated Amt. \$
*** REGISTRATION FEE DUE PRIOR TO MOVE IN ***
Unit Address/No:
Unit Owner Name(s):
Lease Term: From to
*** A COPY OF THE LEASE IS REQUIRED PRIOR TO MOVING IN ***
Rental Agent:
Name and Telephone:
Is Renter a Family Member: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Relationship:
Renter Name(s):
Renter Home Telephone:
Renter Work Telephone:
Renter Cellular:
Email Address:
Emergency Contact: Name/Tel/Relationship
Vehicle(s): Yr/Make/Lic/Color
Pet(s):
Bicycle(s): Make/Model/Color/Serial #

Please list key access numbers below or contact the concierge for an audit of all access keys.

FOB 1:	FOB 2:	Prox CARD 1:	Garage Remote 1:	Garage Remote 2:
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NOTES:

- For Ellington Use Only. Concierge on Duty: _____
- Yes No Move procedures explained to Residents?
 - Sentex number activated by _____
 - Card Access updated by _____
 - Information recorded on Elevator Reservation Calendar
 - Information revised in MS Outlook - contact list.
 - Form Faxed to MO 206-448-7070
 - Form Faxed to SUHRCO 425-462-1943
 - Ready to File in Unit File