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| P:\My Pictures\Seal.jpg | **Commonwealth of Massachusetts****Division of Occupational Licensure****Office of Public Safety and Inspections****NOTICE OF NEW ELEVATOR SERVICE CONTRACT****Please e-mail form to**: [**elevator.scheduler@mass.gov**](file:///%5C%5Ceps-fp-bos-011%5Csgenduso%24%5CForms%20and%20applications%5CForms%20with%20Electronic%20fill%20in%5Celevator.scheduler%40state.ma.us) |

**Contract date:**

**New elevator service company:**

**MA Registration #:**

**Elevator location - building information**

* **Building address - street, city & zip code:**
* **Building name:**
* **Location place name:**

**\*Building owner information (not agent or lessee) \*mandatory**

* **Building owner’s business name:**
* **Building owner person name:**
* **Building owner address - street, city, state & zip code:**
* **Building owner’s email:**
* **Building owner’s phone number:**

**If a management company (agent) or lessee is responsible for the elevator, please indicate below**

* **Company Name and Address:**
* **Contact person:**
* **Contact person’s email:**
* **Relationship with owner: Agent** **[ ]  Lessee** **[ ]**

**OPSI correspondence will be emailed to building owner unless you indicate a primary contact below**

* **Primary contact person’s name (if not owner):**
* **Primary contact person’s e-mail:**
* **Relationship with owner: Employee [ ]  Agent [ ]  Lessee [ ]**

|  |
| --- |
| **State ID number of elevators at this address** |
| **1.** |       | **6.** |       | **11.** |       |
| **2.** |            | **7.** |       | **12.** |       |
| **3.** |            | **8.** |       | **13.** |       |
| **4.** |       | **9.** |       | **14.** |       |
| **5.** |       | **10.** |       | **15.** |       |

**Submitter’s signature:**       **Date:**

**Relationship: Building Owner** **[ ]  Employee** **[ ]  Elevator Company** **[ ]  Agent** **[ ]  Lessee** **[ ]**

***By typing your name above you agree that this is valid as your signature.***

**Note*: Credits for fees previously submitted to our office will remain with the unit and will not***

***be transferred to the old service company.***