|  |  |
| --- | --- |
| 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) |

**Date of new contract:**

**New elevator service company:**

**Elevator company’s MA registration number:**

**Address where elevator is located - street, city & zip code:**

**Name of location:**

**Name of building owner – company:**

**Name of building owner – person:**

**Building owner address - street, city, state & zip code:**

**Owner’s e-mail:**       **Owner’s phone number:**

**Name of the primary contact person for the elevator:**

* **Primary contact’ relationship: Owner** **[ ]  Employee [ ]  Agent [ ]  Lessee [ ]**

**Primary contact person’s e-mail:**

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

* **Company Name and Address:**
* **Relationship with owner: Agent** **[ ]  Lessee** **[ ]**

***preferred email for certificates and correspondence:***

***\*All OPSI correspondence will be sent to the owner’s e-mail unless otherwise indicated.***

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

**Date:**

**Submitter’s signature and relationship to equipment:**

**Building Owner** **[ ]  Owner’s Employee** **[ ]  Elevator Company** **[ ]  Agent** **[ ]  Lessee** **[ ]**

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

**Note*: If fees have been submitted to our office, any credits will remain with the unit and will not***

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