|  |  |
| --- | --- |
| 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:///\\eps-fp-bos-011\sgenduso$\Forms%20and%20applications\Forms%20with%20Electronic%20fill%20in\elevator.scheduler@state.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.***