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

**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 and/or person:**

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

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

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

* **Name and Address:**
* **Relationship with owner: Agent**  **Lessee**

**Name of contact person (if different than owner):**

* **Relationship with owner:** **Employee  Agent  Lessee**
* **Contact person’s e-mail:**

          

***preferred email for certificates and correspondence:* Owner**  **Contact Person**

***\*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.***