

New Customer Checksheet

Property name: _____

Call forwarding to Apartment Lines service:

- I will manually forward and unforward my line
 - I will use automated call forwarding
 - I will contact my phone company to set up automatic call forwarding
 - I want Apartment Lines to contact my phone company to set up automatic call forwarding* and I understand *my telephone company may charge me extra* for this type of forwarding
- * Please fax or email first page of phone bill to Apartment Lines**

Spanish language options (Extra Cost: \$8 per month):

Provides callers with Spanish prompts; be prepared to receive Spanish voicemails

- I DO NOT want the Spanish language option
- I want the Spanish language option

Daily a.m. operator report with emergency calls (Extra Cost: \$10 per month):

- I DO NOT want a report of my emergency calls sent daily
- I want a report of my emergency calls sent daily. Please chose one delivery method below:

EMAIL the report to: _____
(multiple email addresses okay)

FAX the report to: _____

Recorded Leasing Information Option (Extra Cost: \$2 per month):

Callers can select recorded leasing & property information

- I DO NOT want recorded leasing information
- I want recorded leasing information – **Please fax or email a script for Apartment Lines to record.**

On-line account access (call records, operator recordings, account updates):

Give access to: _____ E-mail address: _____
name

Give access to: _____ E-mail address: _____
name

Voicemail Message Delivery:

Your voicemail messages are retrievable by phone for up to 7 days. Messages are also delivered to your email address(es). Please specify which email address(es) to send them to:

Email address: _____

Email address: _____