

March 2, 2015

REMINDER
NOTICE TO ALL RESIDENTS
3777 INDEPENDENCE AVENUE
RIVERDALE, NY

Re: BuildingLink/Email Addresses

Dear Resident(s):

We are excited and would like to remind you of how important this new online service is for our building! We are still in the process of gathering data but are missing quite a few residents. Please take a few minutes and fill out the attached form, whether or not you have an email address or not, you can still be alerted by your phone and it is important that we have emergency numbers on record as well for your safety.

"BuildingLink" is a service that will allow you to communicate with your building management online, through the web and through email. Some of the features it will offer you are:

- Submitting and tracking of any repair request
- Trackable notifications of packages waiting at the Doorman's desk
- Reading important notices, emergency notifications and or building information
- Responding to surveys building management may post from time to time
- Reading and Posting to a shared bulletin board

In order for BuildingLink to work best for you, it is necessary for management to input your email address. **This will not be used for any solicitations, spam, etc. and will be accessed only by building staff and the BuildingLink program as needed.** You will also have the option to suspend receiving notifications from the BuildingLink system if you so choose, although we think you will want to be kept up to date on building events that affect you.

Please fill in your name, apartment# and email address, as well as the other information requested below. If you do not have an email address either at home or at work, write "None".

Thank you for your cooperation.

GOODMAN MANAGEMENT CO., INC. A/A/F
3777 INDEPENDENCE CORP.



**PLEASE FILL OUT THE BELOW INFORMATION (WHERE APPLICABLE) AND
RETURN TO THE DOORMANS DESK BY FRIDAY, MARCH 20, 2015.
THANK YOU!!!**

APARTMENT# _____

Occupant 1

Occupant 2

Occupant
Name:

Email Address:

Home Phone#:

Work Phone#:

Cell Phone#:

Fax#:

Emergency
Contact Name:

Emergency
Contact
Phone#:

Parking Space# _____ License Plate# _____ State: _____

Color: _____ Make: _____ Model: _____ Year: _____

****Please use separate columns for each occupant, since everyone will be provided with their own individual username and password when the system is active. You may use a second sheet if needed.****