

Spare Room I
1750 Central Avenue
Albany, NY 12205
Phone: 518-869-3599
Fax: 518-690-0236
SpareRoomColonie@live.com



Spare Room II
724 Watervliet Shaker Road
Latham, NY 12110
Phone - 518-785-4442
Fax - 518-690-0258
SpareRoomLatham@live.com



Change of Personal Information

Please fill out only what you would like changed, then sign, date, and return to appropriate location

Today's Date

Date

I _____ Tenant Name give you official notice that these are the changes to be made to my personal information provided below.

Unit Number

Date of Birth

SSN/Tax ID#

Name/Company Name

New Address

City, State, Zip

Physical Address (Address, city, state, zip)

(Home Phone)

(Work Phone)

Employer/Business Contact

Vehicle Plate & Model

Email Address

Alternate Contact (someone other than tenant)

Alternate Contact Phone

Authorized Persons For Access

Tenant Signature

Date

Employee Signature

Date