

**Change of Address/Contact Information Form for Cityside Management**

\*\*\*Only to used if you are a vendor with Cityside Management and work in the field\*\*



**Effective Date of Change(s):** \_\_\_\_\_

- 1. Is this a change to your physical address?                      **Yes:** \_\_\_ **No:** \_\_\_
- 2. Is this a change to your mailing address?                      **Yes:** \_\_\_ **No:** \_\_\_
- 3. Is this a change to your company name?                      **Yes:** \_\_\_ **No:** \_\_\_

Fill in the changes below:

**New Company Name:** \_\_\_\_\_ **Old Company Name:** \_\_\_\_\_

**Old Address:** \_\_\_\_\_

**New Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone Number(s): Office-** \_\_\_\_\_ **Cell-** \_\_\_\_\_

\*If you have answered “**yes**” to **physical address or company name change**; please submit this form along with updated certificate of insurance & W9 to the attention of:

**Shaina M. Conlon-Vendor Management**

Fax- 603.913.6347

Email- [sconlon@citysidecorp.com](mailto:sconlon@citysidecorp.com)

All physical address changes must have new documents with your new address submitted. Once all documents are received, your address will be changed in our records as well as EMS.

\*If you have answered “**yes**” to **mailing address change**, please submit this form to the attention of:

**Shaina M. Conlon-Vendor Management**

Fax- 603.913.6347

Email- [sconlon@citysidecorp.com](mailto:sconlon@citysidecorp.com)

If you have any questions, please refer to [sconlon@citysidecorp.com](mailto:sconlon@citysidecorp.com) or call Shaina M. Conlon at 603.913.6346.