



**INDIAN RIDGE CONDOMINIUMS ASSOCIATION**  
**c/o Property Management of Andover**  
**P. O. Box 488**  
**Andover, MA 01810**

TO: Homeowners/Residents  
FR: Jim Toscano, Property Management of Andover  
RE: E-Mail Communications

As you may or may not be aware, Property Management of Andover now has the ability to distribute communications to owners and residents via email. The distributions can include general announcements, newsletters and other important information related to your condominium community.

Communicating in this manner will save the condominium community a substantial amount of money related to postage, paper and stationery costs. You will receive your communication in a very timely manner as well.

By electing to receive your communication via email, you will be helping your community go **GREEN!**

If you are interested in receiving your communication via email, please complete the form below and return it to Property Management of Andover at your earliest convenience.

*Although you may have already enrolled in our email communication program, we will need you to complete this form due to changes in the email choices.*

Thank you!

---

***PLEASE PRINT CLEARLY!***

Condominium Name: \_\_\_\_\_

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Check One: Are you the:      Owner \_\_\_\_\_ Tenant \_\_\_\_\_

Primary E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I wish to receive the following communications via email (check all that apply):

- General Mailings/Newsletters  
 Letters/Notices (specific to your home)  
 Bills/Statements

Signature (Required): \_\_\_\_\_

\* Please note that if you wish to stop receiving email communication as indicated above, you must notify us in writing (via email or US Mail). In addition, you are responsible to advise us (in writing) of any changes to your email address.