



## Tenant Address Verification & Update Form

Hello All,

We are asking each tenant to verify and/or update the address we have for you in our system. Important notices under your lease—including legal notices, default notices, renewal notices, and other time-sensitive communications—are sent to the NOTICE ADDRESS designated by the Tenant.

Please indicate if the information below is correct and if missing or incorrect, please provide an update and return to [Alyssa@oimgmt.com](mailto:Alyssa@oimgmt.com)

### **Current Business Address**

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### **Address for Important Mail (REQUIRED)**

This is where we will send official and legal notices. *Signature may be required*

Same as business address above

Different address (fill in below)

### **Mailing / Notice Address:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: Zip: \_\_\_\_\_

Attn (optional): \_\_\_\_\_

### **Tenant Confirmation**

I confirm that the address listed above is the correct notice/ mailing address for important lease notices.

Signature & Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Thank you in advance for your cooperation.

Sincerely,

OI Management