



## Site Contact Information Update Form

### Site Information:

Site Name: \_\_\_\_\_

Site Number: \_\_\_\_\_

Site Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Building Owner:

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

Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Management Company:

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

Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Billing Should Be Sent to:** (check one)  Owner  Management Co.  Others

If Other:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(City) (State) (Zip Code)

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Site Contact: (PLEASE PRINT)

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Please send completed forms to:

**SCI\_Boiler@Seattle.gov** for Boiler/Pressure Vessel or **SCI\_Elevator@Seattle.gov** for Elevator/Escalator