



LEW
Corporation

“The Environmental Company”

APARTMENT COMPLEX INFORMATION SHEET

1090 Bristol Road
Mountainside, NJ 07092
(908) 654-8068
(800) 783-0567
Fax (908) 654-8069

Other Offices:

- ❖ Rochester, NY
- ❖ Tampa, FL

WORK TO BE PERFORMED FOR:

Company Name _____
 Client's Name _____
 Client's Address _____
 Client's Phone # _____
 Client's Fax # _____ E mail _____

MANAGEMENT COMPANY IF DIFFERENT FROM ABOVE:

Company Name _____
 Manager's Name _____
 Address _____
 Phone # _____
 Fax # _____ E mail _____

BILLING INFORMATION IF DIFFERENT FROM ABOVE:

Company Name _____
 Attention To _____
 Address _____
 Phone _____
 Fax _____ E mail _____

SITE WHERE WORK IS TO BE PERFORMED

Property Name: _____
 Property Address: _____ Block & Lot _____
 Phone Number _____ BHI Registration# _____
 Fax Number: _____ E mail _____
 Rental Manager: _____
 Resident Manager: _____

NOTES: Floor Plan of Units -- # of Units per Apartment Style

1. **0-Bedroom** = studio, efficiency, one room and bathroom
2. **Testing Rooms** = number of rooms, hallways, interior stairs, & basement
 - 0-Bedroom** _____ Testing Rooms _____
 - 1-Bedroom** _____ Testing Rooms _____
 - 2-Bedroom** _____ Testing Rooms _____
 - 3-Bedroom** _____ Testing Rooms _____
 - 4-Bedroom** _____ Testing Rooms _____
 - Townhouse-Bedroom** _____ Testing Rooms _____
 - Total Units:** _____

NOTES: Site plan and History

1. If complex was built or purchased in phase's list phases as separate sites. If complex was build in phases with the same building specifications, same construction materials and managed by same management company, with same management history, it may be considered one site.
2. All hallways and fire stairwells separated by a fire door or a firewall must be counted as a separate area. .
 - Year of Construction (actual date, not year of rehab) :** _____
 - # Of Separate/Detached apartment buildings:** _____
 - # Of other buildings (Garages, Pool house, Office):** _____
 - Numbering system of complex (Rent Role):** _____
 - # Of Floors per building:** _____
 - # Of Common Halls:** _____
 - # Of Common Stair Wells:** _____
 - # Of Laundry Rooms:** _____
 - # Of Other Rooms:** _____

Capital Improvements _____

I hereby attest that the information listed on this page is factual and correct.

Owner's or Manager's Signature _____ **Date** _____