

CAMBRIDGE

real estate services

Manager please use this form to advise Cambridge central office that your recently hired maintenance staff member requires uniforms and/or authorization to make purchases on your property's Home Depot account. Fill out the form completely and sign.

Property Name _____

New Employee Name _____

Date of Hire _____

Hours per week: _____

Status: Full Time Part Time

My new maintenance employee requires uniforms. They wear a size _____.

My new maintenance employee should have authorization to make purchases on the above property's Home Depot account.

Signature of Site Manager

Date

Phone