



WATER SHUT OFF REQUEST FORM

Please fill out the form to request a water shut-off at your building. The Albert Corporation requires a minimum of two business days' notice. Water Shut offs are granted between the hours of 10am and 3pm for a two hour time-frame. Please forward this form to:

The Albert Corporation
10 Harvard Square Suite #2
Brookline, MA 02445

Fax: 617-277-5079
E-mail: Admin@albertcorp.com
Phone: 617-277-3355 x0

Property Address: _____

Owner's Name: _____ Unit # _____

Owner's Contact (H): _____ (W): _____

(C): _____ (E-mail): _____

Plumbers Name: _____

Plumbers License: _____ Plumbers Phone # _____

Date Requested: _____ Time Requested: _____

Reason for Request: _____

Would you like someone from The Albert Corporation Maintenance Staff to be present to allow access and instruct your plumber how/where to shut off the water supply? (check one) ☐ yes ☐ no

**This service costs \$125 for the first hour and \$88 for any additional hours (if necessary) and would depend upon availability. (please see page 2 for payment instructions)*

Owner's Signature: _____ Date: _____

The Albert Corporation will post the building for the water shut off but it is the plumber's responsibility to turn the water off. If your plumber is not familiar with the building, they must contact us to get this information.

*****For Chestnut Village Condominium : Please provide the plumber's Certificate of Insurance and a picture of his license!**



617-277-3355
RENTALS SALES
617-277-7600

To submit an online payment to The Albert Corporation for a water shut off, please use the link below and follow the instructions:

<https://www.websterpaymentlink.com/ebpp/ALBERTCORP/>

Please enter your name twice.

Payment Type & Reaffirm Payment Type should be: **Shut off Requests**

After making the payment, you will receive an email containing a confirmation code. Please forward this email to admin@albertcorp.com along with your request form to ensure your payment confirmation number is matched with your form.

If you have any questions, please contact admin@albertcorp.com.