

Resident Notification for Parcels

If you do not receive email from Brooks Tower, we do not have a package for you. Even if you received a text or email from FEDEX, UPS, USPS.

Please fill out an Owner Occupant form to make sure you receive the notification.

Please pick-up packages within 48 hours of notification.

Hello Fresh or Freshly, must be picked up the same day we receive. They are only good for 48 hours from shipping. We do not want your food to spoil.

When picking up packages please have your bar code on your phone.

If you are leaving for vacation or away from home, please let us know so we can plan to hold packages.

Package Hold

We will hold your packages while away!

Unit # _____

Name _____

Phone # _____

Date of Leave _____

To

Date of Return _____

Please return to the front desk. Thank you and have a safe trip!

- All tenants for ANY length of time will need to also register with the management office before receiving packages.