



Northwest Property Management

www.northwestpropertymanagement.net

RE: COMMERCIAL EMERGENCY INFORMATION FORM UPDATE

Dear Business Owner,

In order to update all of our files and to make sure that we have current information, we are asking all of our owners to submit an Emergency Information form with the necessary information so that if we needed to contact you and/or your tenant, or should we need emergency access to your business, we have the information on file on who we could reach, if you were not available.

Emergency information forms are kept strictly confidential and are not intended as an invasion of privacy. These forms are to protect you, your business property, your neighbors, your neighbor's business property and your commercial neighborhood in emergency situations. Some examples of uses for the Emergency Form are: 1) In the event of a fire or weather disaster we have immediate access to the number of occupants and who to contact. 2) By keeping tenant information up-to-date we are better able to monitor the commercial property. 3) Should we need emergency access to your business, and we are unable to contact you, we have the name and phone number of an emergency contact or someone you have left a key to your business with.

We are asking that you comply with this request and mail, fax or email back to our office. Should you wish to email it to our office, please email to info@nwprop.com.

Thank you in advance for your cooperation with this matter and we look forward to your prompt response. Should you have any questions, please feel free to contact your Property Manager.

Sincerely,

Northwest Property & Financial Management Corporation
And Your Association Board of Directors

780 Tek Drive, Crystal Lake, IL 60014 815-459-9187 Fax: 815-459-1306
429 N. Kirk Road, Suite 100, Geneva, IL 60134 630-402-6558 Fax: 630-402-0056

NORTHWEST PROPERTY AND FINANCIAL MANAGEMENT
EMERGENCY INFORMATION FORM

Date: _____

ASSOCIATION NAME: _____

ADDRESS: _____

<u>PRINT - FIRST & LAST NAME</u> <u>Business Owner and Primary Contacts</u>	PRIMARY PHONE	ALTERNATE #

EMAIL ADDRESS

EMAIL ADDRESS

EMERGENCY CONTACTS:

In the event of an emergency who should be contacted after hours?

NAME: _____ **PHONE:** _____

NAME: _____ **PHONE:** _____

NAME: _____ **PHONE:** _____

PLEASE RETURN by email to info@nwprop.com or mail to Northwest Property Management