



Northwest Property Management

www.northwestpropertymanagement.net

RE: HOMEOWNER EMERGENCY INFORMATION FORM UPDATE

Dear Homeowner,

In order to update all of our files and to make sure that we have current information, we are asking all of our homeowners 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 home, 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 property, your neighbors, your neighbor's property and your 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 pets in each home. 2) By keeping your vehicle information up-to-date we are better able to monitor the neighborhood for abandoned vehicles or loitering. 3) Should we need emergency access to your home, 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 home 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. Kird Road, Suite 100, Geneva, IL 60134 630-402-6558 Fax: 630-402-0056

NORTHWEST PROPERTY & FINANCIAL MANAGEMENT
EMERGENCY INFORMATION FORM

Date: _____

ASSOCIATION NAME _____

UNIT ADDRESS: _____

MAILBOX # _____

<u>PRINT - FIRST & LAST NAME</u> of residents living in the unit	PRIMARY PHONE	ALTERNATE #

→ **Status of Resident Living in Unit:** (circle one) Owner Relative Part-Time Resident Tenant

• **EMAIL ADDRESS** of resident in unit

• **EMAIL ADDRESS** of resident in unit

RESIDENT VEHICLE

YEAR	MAKE / MODEL	COLOR	LICENSE PLATE	<u>ASSIGNED or DEEDED</u> PARKING# - STICKER# - GARAGE SPACE#

→ **EMERGENCY CONTACT:** Please provide the name and phone number of a local friend / relative WITH KEYS TO YOUR HOME in the case you cannot be reached.

NAME: _____ **PHONE:** _____

PET INFORMATION Type of pet: _____ Total number of pets: _____

Name & Description _____

Name & Description _____

Owner's information if different than above: complete information below.

OWNER'S NAME & PHONE _____

OWNER'S ADDRESS, _____

EMAIL ADDRESS _____

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