

Date: [Insert Date]

To: All Homeowners/Residents

From: [HOA Name] Board of Directors / Management

Subject: Request for Updated Emergency Contact Information

Dear Resident,

The [HOA Name] is currently updating its records to ensure the safety and security of all residents. In the event of an emergency involving your property (such as fire, water leak, or security issue) while you are away, we need to have a designated contact person on file.

Please complete the following information and return this form to [Submission Method/Address] by [Due Date].

Property Address: _____

Resident Name(s): _____

Primary Phone: _____ **Email:** _____

Emergency Contact Person (Outside of Household):

Name: _____

Relationship: _____

Phone Number: _____

Does this person have a key to your unit? Yes No

Thank you for your prompt cooperation in helping us keep our community safe.

Sincerely,

[Authorized Signature]

[Printed Name/Title]

[HOA Name]