



Village IV

MEMORANDUM

To: Village Four Homeowners
From: National Property Services
Re: Emergency Information

We are requesting that all homeowners within the Village IV Community fill out the following form for emergencies. There have been times when our office has been notified of a water leak in an individual's unit when they were either out of town or away for the summer. If we are unable to notify someone of the problem, considerable damage can be done to the unit.

Please fill out the following form with your current emergency information and return it to our office at the address or fax listed below.

Please print clearly.

Homeowner Information:

Name of Owner: _____ Local Phone: _____

Property Address: _____

Mailing Address: _____

Alternate or Out of State Phone # (if applicable): _____

Email: _____

Is this a rental: YES or NO (circle one)? If yes:

Name of Renter: _____ Renter Phone#: _____

Renter email: _____

Whom to notify in case of emergency with keys to the unit:

Name: _____ Phone: _____

Emergency email: _____