

# COTTONWOOD PARK CONDOMINIUM ASSOCIATION

## OWNER EMERGENCY CONTACT INFORMATION FOR THE BOARD AND PROPERTY MANAGER ONLY

PLEASE PRINT

Date \_\_\_\_\_

Owner \_\_\_\_\_

Unit Address \_\_\_\_\_

### Phone Numbers

Home \_\_\_\_\_

Work \_\_\_\_\_

Address \_\_\_\_\_  
**Residence (if different from unit address)**

Cell \_\_\_\_\_

City \_\_\_\_\_

Fax \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Due to recent changes, loan institutions are requiring more property information.

### Please check whether your unit is a:

- principal residence                       second home  
 occupied by extended family               rental / lease

### Alternate Emergency Contact

### In case of an emergency call about your unit.

- \* This should be a relative, friend, or neighbor NOT living in your unit. \*
- \* This should be someone with ACCESS to your unit if we are unable to contact you directly. \*

Name \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### TENANT CONTACT INFORMATION

In the event your tenant needs to be contacted in an emergency situation, please provide the following information:

PLEASE PRINT

**Tenant 1** \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

**Tenant 2** \_\_\_\_\_

Phone numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

### Property Manager for Individual Unit

Management Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**PLEASE REMEMBER TO LET US KNOW IF ANY OF YOUR INFORMATION CHANGES.**

RETURN TO: NEW LEVEL MANAGERS  
P.O. Box 270368  
Louisville, CO 80027