

JK Management kindly requests residents to complete the form below to update the current resident information on file.

June 2011

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*James Kijlmer Condo Association*  
*Resident Contact Information*

UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

Emergency Assistance Needed Type: \_\_\_\_\_

OWNER: Name: \_\_\_\_\_  
Other Occupants: \_\_\_\_\_  
Telephone Numbers (home) \_\_\_\_\_  
(work) \_\_\_\_\_  
(cell) \_\_\_\_\_  
(email) \_\_\_\_\_

RENTER: Name: \_\_\_\_\_  
Other Occupants: \_\_\_\_\_  
Telephone Numbers (home) \_\_\_\_\_  
(work) \_\_\_\_\_  
(cell) \_\_\_\_\_  
(email) \_\_\_\_\_

\_\_\_ Package Delivery Service: Receiving Room Personnel deliver packages to the unit.

\_\_\_ Unit Entry Service: Lost Key: Locked out? Personnel use keys kept in the receiving room to unlock your unit door. Each time this service is used, a fee of \$25 will be included in the monthly assessment.

\_\_\_ Lockout Status: Except in an emergency, services are not provided unless you authorize them in writing on a case-by-case basis. Keys remain in the receiving room but are flagged to prohibit employee access to your unit.

**IN CASE OF EMERGENCY CONTACT**

Name \_\_\_\_\_  
Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

In case of an emergency the following people may have access to my unit:

\_\_\_\_\_