

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:
