**“Fill-in-the-Blank” Press Release Format**

[Management Company Name]

[Management Company Address]

[City/State/Zip Code]

***For Immediate Release***

Contact: [Designated spokesperson’s name]

Phone Number(s): [Number to call – business, home, and/or cell phone]

Date Prepared: [Today’s Date]

What Happened: [Brief description of emergency/incident; this may include which

authorities – e.g. fire, police, hazmat team – responded]

Where: [Describe location of incident]

When: [Incident date and time]

Cause: [If known, state a cause; if not, indicate what is being done to

determine a cause.]

Injuries/Damage: [Describe any injuries to people or damage to property to the

extent known; if there were no injuries or damage, this should be stated specifically.]

What Is Being Done: [Statement of actions that have been taken or will be taken to

make repairs, restore property operations, return occupants to

the building, etc.]

[Brief Property Description]

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.