**Resident Emergency Information Request**

Dear Resident:

*[Management Company name or Manager Name]* is preparing to *[develop/update]* emergency procedures for the building at *[street address]*. In order to be certain that every occupant of the building is accounted for in the event of an emergency, we need to know the first and last names of every person living in your unit, whether they are male or female, and their age. If anyone has a disability or would require special assistance to evacuate the building, we need to know that as well.

This information will be used by management only in developing specific emergency procedures. It will be made available to fire department and other emergency services personnel in the even the building must be evacuated.

Please complete the form below and return it to the management office by ***[due date].***

Apartment Number: Apartment Location:

| Name(s) |  | Emergency  Phone No. | Gender | Age | Need Special Assistance\* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  | M / F |  | Yes / No |
|  |  |  | M / F |  | Yes / No |
|  |  |  | M / F |  | Yes / No |
|  |  |  | M / F |  | Yes / No |
|  |  |  | M / F |  | Yes / No |
|  |  |  | M / F |  | Yes / No |

\*Please indicate type of disability and assistance required. If an assistive animal is used, please include the type of animal.

Do you have any skills that might be helpful in an emergency? May we call upon you to help us in an emergency?

Thank you for your assistance.

*[Signature]*

*[Management Company or Manager Name]*

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