



EMERGENCY NOTIFICATION FORM

Homeowner Information

Homeowner (1) First, Last name	Homeowner (2) First, Last name
Property address	Property Unit & Lot #
ALTERNATE MAILING ADDRESS	
Home phone ()	Cell phone ()
Email address - owner (1)	Email address - owner (2)

Emergency Contact (Other than Spouse)

Name	Name	Phone
		()

Is Your Home a Rental? Circle one: YES / NO

If YES, you will need a Letter of Intent to Lease from the Administrative Services desk or our website at: www.sunlakescountryclub.com

Key Holder and Caretaker Information

Key holder's name	Key holder's phone										
Do you, or will you, have a caretaker for your property? Circle one: YES or NO											
Caretaker's name	Caretaker's phone										
	()										
Caretaker's email address	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="padding: 5px;">For Office Use Only</th> </tr> </thead> <tbody> <tr> <td style="width: 10px; text-align: center;"> </td> <td style="padding: 5px;">Tops Updated</td> </tr> <tr> <td style="width: 10px; text-align: center;"> </td> <td style="padding: 5px;">Copy to Com Service</td> </tr> <tr> <td style="width: 10px; text-align: center;"> </td> <td style="padding: 5px;">Copy to lot file</td> </tr> <tr> <td style="width: 10px; text-align: center;"> </td> <td style="padding: 5px;">Date Received:</td> </tr> </tbody> </table>	For Office Use Only			Tops Updated		Copy to Com Service		Copy to lot file		Date Received:
For Office Use Only											
	Tops Updated										
	Copy to Com Service										
	Copy to lot file										
	Date Received:										
Does the caretaker have a key? Circle one: YES or NO											

Owner Signature

Date