

**Emerald Pointe Condominium Association
Emergency Information**

Herriman & Associates, Inc., your condominium management company, would like current information on file should we need to contact you in the event of a building emergency. To avoid a forcible entry in the event of an emergency, please provide information on two (2) persons with keys to your unit, preferably within a short distance (30 minutes or less). We request this information because in the event of an emergency (i.e., a burst water pipe), we prefer to contact your friends or neighbors to obtain entry. Should it be necessary for the Association to forcibly enter your unit in order to minimize the damage to your unit and to other adjoining units, all damages and related repairs due to a forcible entry would be your responsibility.

Please complete and return to our office as soon as possible. Thank you.

Unit # _____ Date _____

Name(s)

Address

Home Phone Number (listed/unlisted)

Office Number/Name

Office Number/Name

Name, address and phone number of relative or friend to contact in event of building emergency
Does this individual have access to your unit? Yes No

Name, address and phone number of relative or friend to contact in event of building emergency
Does this individual have access to your unit? Yes No

Please return to:

Herriman & Associates, Inc.
41486 Wilcox Road
Plymouth, MI 48170-3104
734-459-5440 • fax 734-459-0690