

## Emergency Contact Sheet

### Occupant's Questionnaire

This form is to provide information to help Atira and the Council respond quickly to any emergency situation that may occur in your unit. We request that the form be completed for each unit. The form is designed to be filled in either electronically or by handwriting; if you handwrite, please print clearly.

**Strata Plan** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **# Occupants** Adults: \_\_\_\_\_ Children: \_\_\_\_\_

I am (we are) the  Owners or  Tenants

**Name(s) of Occupant(s)** \_\_\_\_\_

**Address of Residence** \_\_\_\_\_

**Primary Email** \_\_\_\_\_

**Phone Number(s)** \_\_\_\_\_

Home                       Business                       Cell

### Pets

Do you have pets?  Yes or  No      If yes, please provide the following information:

Type of Pet(s)	How Many	Description
Cat(s)		
Dog(s)		
Other (describe)		

### Vehicles

**Vehicle Make & Model #1** \_\_\_\_\_ **License #** \_\_\_\_\_ **Parking Stall #** \_\_\_\_\_

**Vehicle Make & Model #2** \_\_\_\_\_ **License #** \_\_\_\_\_ **Parking Stall #** \_\_\_\_\_

### Emergency Contacts

**Person with key to your unit** \_\_\_\_\_ **Primary Phone #** \_\_\_\_\_

**Their local address** \_\_\_\_\_

**Name of relative/next of kin** \_\_\_\_\_ **Primary Phone #** \_\_\_\_\_

**Their local address** \_\_\_\_\_

**Their relationship to you** \_\_\_\_\_

### Security System Information

If you have an alarm system with a private security company responding to alarms, please also complete this section.

**Do you have a security system?**  Yes  No

**If yes, does the system have an audible alarm or a silent response?**  Audible  Silent Response

**Alarm Company Name** \_\_\_\_\_ **Primary Phone #** \_\_\_\_\_

### Personal Property Insurance Agent

The name of the insurance agent handling your personal property insurance is required in case you are away and it is necessary to advise them of a problem, such as water damage or a break-in.

**Name** \_\_\_\_\_ **Primary Phone #** \_\_\_\_\_

**Address** \_\_\_\_\_

### Tenants

If you are a tenant, provide the name, address and phone number of your landlord (owner or property manager).

**Landlord's Name** \_\_\_\_\_ **Primary Phone #** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email (for minutes)** \_\_\_\_\_