

The Villages at Crane Meadow

Emergency Unit/Owner Contact Information Annual Update

All occupants/unit owners must review and update their emergency contact information annually on July 1st. Print & mail or Email form (attachment) to Jenn Grenier, jenn@northboroughmanagement.com, 508-393-2155. Keep a copy for your records. Submit a new form for interim changes to Jenn Grenier at any time.

Unit Address: _____ Building Designation (1-13): _____
Occupant Name(s): _____
Occupant Phone Number(s): _____ (H) _____ (C) _____ (W)
Occupant Email(s): _____
Are you the owner of this unit (Check one)? Owner _____ Renter _____
Unit Owner Name (if different from above): _____
Address: _____
Unit Owner's Email: _____ Unit Owner's Phone: _____
Occupant's Emergency Contact Person
Primary Name: _____ Relationship to You: _____
Address: _____ Email: _____ Phone: _____
Do you want this person to also receive email notifications from Crane Meadow (Yes or No)? _____
Secondary Name: _____ Relationship to You: _____
Address: _____ Email: _____ Phone: _____
Do you want this person to also receive email notifications from Crane Meadow (Yes or No)? _____
General Information:
Who has a copy of your Unit's Key (possibly a neighbor, for emergency purposes)?
Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____
Does your unit's basement contain the water shutoff valves for your entire building (Yes or No)? _____
Does the exterior of your unit contain the irrigation system shutoff valve for your building (Yes or No)? _____
Do you have any pets (Yes or No)? _____ Name/type/size: _____
Do you smoke (Yes or No)? _____
Do you often/typically go away for extended periods of time each year (2 weeks or more)? Place an X for all that apply
Summer _____ Winter _____ December holidays _____ Other _____
Do you use a Smart Thermostat with remote access (cell, computer)? (Yes or No) _____

Signature: _____ Date: _____