

# Americana Gardens Homeowners Association

## EMERGENCY ACCESS INFORMATION FORM

The Association strongly recommends that all owners provide emergency access information in the event immediate entry to your unit is required (e.g., water leaks, fire, gas leak, or other emergency situations).

This information will be kept confidential and used only in the event of an emergency.

### OWNER INFORMATION

Owner Name(s): \_\_\_\_\_

Unit Address / Number: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EMERGENCY ACCESS INFORMATION (Check all that apply)

Lockbox On Site

Location of Lockbox: \_\_\_\_\_

Lockbox Code: \_\_\_\_\_

Hidden Key On Property

Location of Hidden Key: \_\_\_\_\_

Neighbor Has a Key

Neighbor Name: \_\_\_\_\_

Unit Number / Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Americana Gardens Homeowners Association

Local Emergency Contact (Non-Resident)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Manager / Other Representative

Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Additional Instructions (Optional)

---

---

---

## Owner Acknowledgment

I understand that the Association may use this information solely for emergency access purposes and that it is my responsibility to update the Association if this information changes.

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_