



Park Tower CONDOMINIUM ASSOCIATION

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May 2017

Dear Owners and Residents of Park Tower,

We need your help to make sure our records are as current and accurate as possible!

In the event of an emergency, we will do our best to communicate any instructions owners or residents might need to receive from either management or the authorities. In order to accommodate this flow of information, we need to be able to contact you or someone close to you as soon as possible.

Please complete the contact information form on the back side of this letter, including a home phone number, cell phone number, and work phone number for yourself and any individuals we can contact on your behalf in the event of an emergency, or any other time that it may be necessary.

Join The Park Tower E-Mail List!

Over 850 residents and owners participate in our E-mail List Program. Park Tower maintains an email list for building news, updates and announcements, to communicate quickly in emergencies and to distribute regular updates on business and projects. Keeping you informed makes PT a stronger community! Please include your email address on the reverse side, and indicate whether you would like to be on the list.

Join The Park Tower Messaging Service!

There are three categories to which you can subscribe:

Emergencies - Fires, floods, active shooters, power outages etc.

To subscribe to this notification service, text **"PTCAalerts"** to **94253**

Notices - Meetings, business and activity announcements and reminders.

To subscribe to this notification service, text **"PTCAnotices"** to **94253**

Maintenance – Elevator, water and other service outages, as well as repairs, construction and project announcements.

To subscribe to this notification service, text **PTCAmaintenance** to **94253**

Once the contact form has been completed, please return it to the management office. Completed forms can be returned via mail, or fax to 773-769-0047, or email to parktowercondo@dkcondo.com.

Thank you for your time.

Park Tower Management Office

Resident Contact Information Form
PLEASE PRINT CLEARLY

Name(s): _____

Mailing Address: _____

Unit number(s) at Park Tower: _____

RESIDENT CONTACT INFORMATION

Home: _____

Work: _____

Cell: _____

Email: _____

Would you like to join the Park Tower Email Update List? Yes No

EMERGENCY CONTACT NAMES AND NUMBERS

1. Name: _____

Relationship: _____

Phone: _____ Alternate Phone: _____

2. Name: _____

Relationship: _____

Phone: _____ Alternate Phone: _____

In the event of an emergency, would you require any special assistance? If so please describe:

In order to be better prepared to assist all residents in case of an emergency, please complete and return this form to the management office. You can drop it off, fax it to 773-769-0047 or e-mail parktowercondo@dkcondo.com. Thank you.

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