



Park Tower CONDOMINIUM ASSOCIATION

5415 N. SHERIDAN ROAD • CHICAGO, IL 60640 • (773) 769 3250 • FAX (773) 769 0047 • www.ptcondo.com

July 2021

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 950 residents and owners participate in our E-mail List Program. Park Tower maintains an email list for building news, notices, 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! If you're not a member already or have a new e-ddress, please include your email address on the reverse side, and indicate whether you would like to be on the list.

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-mgmt@habitat.com.

ALSO - Join The Park Tower Messaging Service!

We have over 500 subscribers! 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**

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 us to add you to the Park Tower Email Group? Yes No

(By doing so, you will receive information from Management via e-mail, such as news, notices, activity schedules and other business the office is responsible to communicate with residents and owners about.)

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 contact residents for business or emergencies, please complete and either return this form to the management office, or e-mail our office at parktowercondo-mgmt@habitat.com.

