

July 2025

All Owners and Residents of Park Tower,

It is VITAL and URGENT that we have current contact information to reach you or someone you designate in the event of an emergency or urgent situation. This goes for all adult occupants of the building, and all Owners including those who live off site. In such an event, we will do our best to communicate information and any instructions 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 quickly.

To make this 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. **NOTE – We now provide a line for your emergency contact to provide an e-mail address. We’ve sometimes been unsuccessful with phone numbers so, and believe e-mail could increase our chances at any needed communication.**

While you’re at it, join the Park Tower E-Mail list – stay informed and know what to expect!

About 1300 residents and owners participate in our E-mail List for building news, notices, updates and announcements. As time allows, we use the list to communicate quickly in emergencies. We also distribute regular updates on business and projects. The more residents and Owners who are informed, the stronger and more prepared the Park Tower community can be! If you’re not a member already or if perhaps you recently changed your e-mail address, please include your email address on the reverse side, and indicate you would like to be on the list.

Once the contact form has been completed, please return it to the management office. You can drop it off in person, return it via the mail, fax to 773-769-0047, or email to parktowercondo-mgmt@habitat.com.

ALSO - Join The Park Tower Messaging Service for alerts and reminders! We have about 620 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 and consideration.

Park Tower Management Office

PTCA Contact Information Form

Please Type or Print Legibly

Name(s): _____ Circle: Owner [or] Renter

_____ Circle: Owner [or] Renter

Mailing Address: _____

Park Tower Unit #: _____

CONTACT INFORMATION

Home: _____ Work: _____

Cell: _____ Email: _____

Typically used for Emergencies, News and Notices, and the PT News and Updates weekly newsletter, would you like to join the Park Tower E-Blast List? Yes No

EMERGENCY CONTACT NAMES AND NUMBERS

1. Name: _____

Relationship: _____

Phone: _____ E-mail: _____

2. Name: _____

Relationship: _____

Phone: _____ E-mail: _____

In the event of an emergency, would you require any special assistance? Yes No

If so please describe: _____

In order to be better prepared to assist all residents in case of an emergency or other serious situation, where you or someone you designate may need to be reached, it is vitally important that all resident complete and return this form to the management office. You can drop it off in person, fax it to 773-769-0047 or e-mail it to parktowercondo-mgmt@habitat.com.