

Tenant Keyholder and Emergency Contact Form

Please complete this form to provide the property management with up-to-date contact information for emergencies and authorized keyholders. Print and return the completed form.

1. Tenant Information

Tenant Full Name:

Building & Unit/Apartment Number:

Phone Number:

Email Address:

2. Primary Emergency Contact

In case of an emergency, please contact the following individual first:

Contact Name:

Relationship to Tenant:

Primary Phone Number:

Alternative Phone Number:

3. Secondary Emergency Contact

Contact Name:

Relationship to Tenant:

Primary Phone Number:

Alternative Phone Number:

4. Keyholder Information

Please list any individual(s) who have been given a physical key to your unit and are authorized to access the property in your absence.

Keyholder 1

Keyholder Name:

Relationship to Tenant:

Phone Number:

Authorized for Emergency Entry? (Yes / No):

Keyholder 2

Keyholder Name:

Relationship to Tenant:

Phone Number:

Authorized for Emergency Entry? (Yes / No):

5. Authorization & Signature

By signing below, I certify that the information provided is accurate and that the individuals listed above are authorized to act or be contacted as described in this form.

Tenant Signature (Print and Sign):

Date (MM/DD/YYYY):