

**Emergency Contact Information Form**  
**Capital Hill Condominium, Inc.**

Unit \_\_\_\_\_

**For Nonresident Owner(s)**

Name of Unit Owner(s) \_\_\_\_\_

In case of an emergency in my/our unit please contact me/us at

Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

-or-

**For Resident Owner(s) or Lessee(s)**       **Owner**     **Lessee**

**Name of Resident No. 1** \_\_\_\_\_

Your Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship to me \_\_\_\_\_

Address of Contact \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact's Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

**Owner**     **Lessee**

**Name of Resident No. 2** \_\_\_\_\_

Your Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship to me \_\_\_\_\_

Address of Contact \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact's Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

**Owner**     **Lessee**

**Name of Resident No. 3** \_\_\_\_\_

Your Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship to me \_\_\_\_\_

Address of Contact \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact's Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature of owner/tenant submitting form \_\_\_\_\_ Date \_\_\_\_\_

**Please submit a new form to the Board of Directors if any contact information changes.**

**Note:-**

Sometimes emergencies happen and when they do it may become necessary to contact an owner or a resident or a family member or a trusted friend. It may be a leaking pipe or that someone is sick or has been injured. Email information is also used to distribute notices to building residents.

Please fill out this form and submit it to the Board of Directors, Capital Hill Condominium, Inc. 352 State Street, Albany, New York 12210. The form can either be mailed to the above address or placed in the Condominium Mail Slot in the lobby.

This information is not published or distributed and is only made available to Board Members for emergency purposes and for distribution of notices to residents.