

Answering Service Update Form

Apartment Name: _____ Address: _____

City: _____ St: _____ Zip: _____ Phone: _____

Emergency Contacts *(please list current contacts – use extra paper if needed)*

- Employee name: _____ Position: **Manager**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Asst. Manager**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Maintenance**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Maintenance**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Maintenance**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Maintenance**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Courtesy Patrol**
Cell #: _____ Other #: _____
- Employee name: _____ Position: **Courtesy Patrol**
Cell #: _____ Other #: _____

List employees to remove: _____

Other updates: _____

If you rotate on-call employees, please attach schedule.

Email: support@apartmentlines.com | Fax: 877-225-9824