

# Southgate Condominium Association

2004-G Colts Neck Road, Reston, VA 20191

703-620-5590 / [southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com)

## Owner Emergency Contact Information

In the past, we have experienced Emergency situations that have made us aware of the critical need for a current list of names and telephone numbers of owners and renters in each community. Please complete this form and return it to the Southgate Onsite Office.

This information will only be used by Association should the need arise to contact you.

**Owner(s) Names:** \_\_\_\_\_

\_\_\_\_\_

**Property Address:** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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### Tenant Information (if applicable)

**Names(s):** \_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Please complete and return to the Onsite Office listed about.**

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**Office Use Only:** HVAC Room Key \_\_\_\_\_

Storage Room Key \_\_\_\_\_

Unit Key \_\_\_\_\_