

RESIDENT INFORMATION FORM

RESIDENT INFORMATION UPDATE FORM RESIDENT INFORMATION

Name: _____
Rank/Grade: _____
Address: _____
Bldg #: _____
Home Ph: () - - Cell Ph: () - - Other: _____
Prim. Email: _____ Alt. Email: _____ Other: _____

EMERGENCY CONTACT:

Name of a relative or trusted friend who can be contacted in the event of an emergency:
Name: _____
Address: _____ Phone: _____
City: _____ State: _____ ZIP Code: _____
Relationship: _____

PET INFORMATION

Have you recently adopted a new pet? Yes ___ No ___
Type: _____ Name: _____ Weight: _____

PERMISSION TO ENTER:

Our maintenance representatives understand the level of service expected and they strive to solve your maintenance issues quickly and effectively. As a resident, you can affect better service response times by giving Pinnacle permission to enter when other obligations prevent a family member from being home for service calls. Please note that maintenance cannot provide service at homes where an adult age 18 years or older is not present.

Do you give permission to enter for completion of maintenance service requests? Yes ___ No ___

If no, will you authorize your emergency contact or other representative (age 18 or older) to be in the home for maintenance service request? Yes ___ No ___
Please provide the name of "other" authorized person _____

Please note: As the resident, it is **your** responsibility to ensure proper representation is at your home if permission to enter is **not** granted. Except in cases of emergency, the maintenance department will make three attempts to contact you before the work order is closed. You must submit a new service request if the item is closed due to failed attempts at contact. Permission to enter is not warranted if an emergency condition exists in the home that threatens life or property. By signing below, you authorize the appropriate adjustments to the resident file.

Signature: _____ Date _____