

Dear [Tenant Name],

Welcome to your new home at [Property Address]. We are happy to have you as a resident.

To ensure your safety and the proper maintenance of the property, please keep this list of emergency contact information for your records.

Property Management / Landlord Contacts

- **Primary Contact:** [Name]
- **Phone (Business Hours):** [Phone Number]
- **Phone (After-Hours/Emergency):** [Phone Number]
- **Email:** [Email Address]

Maintenance Emergencies

For urgent issues such as major leaks, flooding, loss of heat, or electrical failure, please contact:

- **Maintenance Hotline:** [Phone Number]

Emergency Services

In the event of a life-threatening emergency, fire, or crime in progress, please dial **911** immediately.

- **Local Police (Non-Emergency):** [Phone Number]
- **Local Fire Department (Non-Emergency):** [Phone Number]
- **Poison Control:** [Phone Number]

Utility Providers

- **Electric Company:** [Company Name] - [Phone Number]
- **Gas Company:** [Company Name] - [Phone Number]
- **Water/Sewer:** [Company Name] - [Phone Number]

Please complete and return the enclosed "Tenant Emergency Contact Form" so that we know who to reach on your behalf in case of an emergency.

Sincerely,

[Your Name/Company Name]