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|  | Chautauqua Institution Property Owner Emergency Contact Information  Please update your contact information **ONLY** if it has changed from the previous year |

Dear Property Owner,

We are currently updating our Emergency Contact information for property owners

It is vital to our operations to have accurate contact information.

The information that you provide will remain confidential and is only used by our office to contact you and/or your caretaker regarding your property here at Chautauqua.

If you have a “Winter Watchman Device” heat activated light, or similar device, it is extremely important for you provide current and complete contact information.

**Without the correct and current information, the timely reporting of an emergency at your property will be difficult and could be significantly delayed. It is also important that your house number be visible from the street. If you have a winter cover that covers the house number, you must put the house number on the outside of the winter cover.**

# Contact Information

|  |  |
| --- | --- |
| Property Owner Name |  |
| Home address |  |
| Home phone |  |
| Cell phone number |  |
| Email address |  |

# Chautauqua Property Information

|  |  |
| --- | --- |
| Chautauqua Institution address |  |
| Chautauqua phone #: |  |
| Do you have a “low temp” light installed? | YES  NO |

# Emergency Contact Information

|  |  |
| --- | --- |
| Keyholder/caretaker name |  |
| Keyholder/caretaker address |  |
| Keyholder/caretaker phone #(s) |  |

Please complete the form and email to [police@chq.org](mailto:police@chq.org)