



Borough of Fenwick
580 Maple Avenue
Old Saybrook, Connecticut 06475
860-388-3499 office@fenwicknews.com

Dear Fenwick Resident:

There were a few unexpected events that took place over the past year where it was necessary to contact a homeowner about urgent matters regarding their property, and it came to light that we do not have all the info needed to take care of these kinds of events in the timeliest fashion. I also want to remind residents that we do have a lockbox (only the General Manager, Superintendent, and myself have the key) in our locked file room that should have a copy of everyone's property keys. We would urge you to make sure we have the most up to date and working key here in the office. If you are unsure, please come in and check. As most of you are part time residents with homes that are quite a distance away, it would be in your best interest to keep a key here in the office as well as give us a primary emergency contact.

-This Information Will Be Used By Office In Case of Emergency Only-

Please list up to 3 primary persons to get a hold of in case of an emergency at your property.

Your Name: _____

Your **Fenwick Property Address:** _____

Your phone number: _____

#1. Emergency Contact Person: _____ Emergency Phone: _____

Emergency e-mail: _____

#2. Emergency Contact Person: _____ Emergency Phone: _____

Emergency e-mail: _____

#3. Emergency Contact Person: _____ Emergency Phone: _____

Emergency e-mail: _____

Please Return this form ASAP to: 580 Maple Ave., Old Saybrook CT 06475