

Tenant Information & Emergency Contact Form

Keep this on file so we can reach you quickly — and reach someone who knows you if we can't reach you at all.

Why we ask: In a real emergency — a fire, a flood, an extended absence, a delivery driver at the door with a refrigerator — the difference between a 10-minute fix and a 10-day mess is often a working phone number. Please keep this form current.

PROPERTY & LEASE

PROPERTY ADDRESS

LEASE START DATE

PRIMARY TENANT

FULL LEGAL NAME

DATE OF BIRTH

MOBILE PHONE

WORK PHONE

EMAIL ADDRESS

EMPLOYER NAME

EMPLOYER PHONE

CO-TENANTS (ALL ADULTS ON THE LEASE)

CO-TENANT 1

FULL LEGAL NAME

RELATIONSHIP

DATE OF BIRTH

MOBILE PHONE

EMAIL ADDRESS

EMPLOYER

CO-TENANT 2

FULL LEGAL NAME

RELATIONSHIP

DATE OF BIRTH

MOBILE PHONE

EMAIL ADDRESS

EMPLOYER

ADDITIONAL OCCUPANTS (UNDER 18)

FULL NAME

RELATIONSHIP

DATE OF BIRTH

FULL NAME

RELATIONSHIP

DATE OF BIRTH

FULL NAME

RELATIONSHIP

DATE OF BIRTH

EMERGENCY CONTACTS (NOT LIVING IN THE HOME)

EMERGENCY CONTACT 1

FULL NAME

RELATIONSHIP

PHONE NUMBER

ADDRESS

CITY / STATE / ZIP

EMERGENCY CONTACT 2

FULL NAME

RELATIONSHIP

PHONE NUMBER

ADDRESS

CITY / STATE / ZIP

VEHICLES ON PROPERTY

YEAR / MAKE / MODEL

COLOR

LICENSE PLATE & STATE

OWNER

YEAR / MAKE / MODEL

COLOR

LICENSE PLATE & STATE

OWNER

PETS

No pets in home Pet(s) listed below

NAME

TYPE / BREED

WEIGHT

VET & PHONE

NAME

TYPE / BREED

WEIGHT

VET & PHONE

ACTIVE-DUTY MILITARY STATUS

We serve the Fort Gordon community heavily. This information helps us reach you appropriately and apply the Servicemembers Civil Relief Act (SCRA) if you receive PCS or deployment orders during your tenancy.

Active-duty military Guard / Reserve on 90+ day orders Military spouse / dependent Not military

BRANCH

RANK / PAY GRADE

UNIT / DUTY STATION

RENTER'S INSURANCE

INSURANCE COMPANY

POLICY NUMBER

POLICY PHONE

POLICY EFFECTIVE DATE

COVERAGE AMOUNT

AUTHORIZATION TO RELEASE INFORMATION

List any person we are authorized to share lease or property information with on your behalf. Without an entry here, we will only discuss the lease with named tenants.

NAME

RELATIONSHIP

PHONE

SIGNATURES

PRIMARY TENANT

SIGNATURE

DATE

PRINTED NAME

Information provided on this form is kept confidential and used only to administer the lease and respond to emergencies. Please notify McBride Property Management in writing within 10 days of any change to the information above.