



P.O. Box 271227 Louisville, CO. 80027
support@apartmentlines.com

Phone: 800-583-7769
Fax: 877-225-9824

Answering Service Update Form

Apartment Name: _____ Address: _____

City: _____ St: _____ Zip: _____ Phone: _____

Emergency Contacts (please list current contacts – Use extra paper if needed)

• Employee name: _____ Position: Manager

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Asst. Manager

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Maintenance

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Maintenance

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Maintenance

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Maintenance

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Courtesy Patrol

Home#: _____ Cell#: _____ Beeper #: _____

• Employee name: _____ Position: Courtesy Patrol

Home#: _____ Cell#: _____ Beeper #: _____

List Employees to remove: _____

Other Updates: _____

If you rotate on-call employees, please attached schedule. Also attach additional on-call employees.

Fax completed form to 1-877-225-9824