

## **Waltham Business/Landlord Emergency Contact Form**

\*Former business name (if applicable)

\* New Business Name:

Business Phone Number:

Address of Property:

Business Hours:

Property Alarmed?

If alarmed please provide the following information:

Alarm Company:

Alarm Company Phone Number:

Please provide the following emergency contact information:

Contact Name:

Contact Title:

Phone Numbers:

Secondary Contact Name:

Contact Title:

Phone Numbers:

Please provide any additional information you believe would be important for responding police officers to know when responding to a call on this property:

\*Please note it is the responsibility of the business owner or manger to notify their phone service provider of any name changes in addition to notifying the police department.

Any information provided on this form will be kept in strict confidence. Information will only be used by Waltham police department and dispatch personnel to contact individuals if an emergency occurs outside of normal business hours.

Please fax completed forms to **781-314-3624**. If you have any questions or concerns contact Julie Bruno via email [jbruno@city.waltham.ma.us](mailto:jbruno@city.waltham.ma.us), or telephone **(781)-893-3700**.