



Cogburn -
Smart Property Management, Inc.
dre # 01292339

562-925-5600
FAX 562-925-6277

Date:

Dear Tenant,

People often change their home, cell, and/or work phone numbers and forget to provide property management with the new numbers. Our records indicate that we do not have a current phone number on file for you. This information is vital in case of emergencies, repairs, and providing smooth business dealings.

Please complete this letter promptly and return it to our office.

Current phone number: _____

Current work number: _____

Current work address: _____

Emergency contact person (other than resident):

Name _____ Phone # _____

Thank you,
COGBURN-SMART PROPERTY MANAGEMENT