



**CENTRAL TEXAS HOUSING CONSORTIUM**

## Resident Contact Information Form

Central Texas Housing Consortium uses a *voice broadcast system* (referred to as IBS) to notify residents about social events, scheduled maintenance activities, outside agency inspections, scheduled utility interruptions, etc. To ensure you receive **emergency notifications** as well as other important announcements, it is vital that we have current contact information for you on file.

**All new residents must complete this form and return it to the office.**

**It is also the responsibility of all residents to keep us updated on any changes.** You can do this by coming by the office, sending an e-mail to [chamrick@cthc.org](mailto:chamrick@cthc.org), using the Resident Contact Information Form on our website, or sending the information by regular mail.

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Please indicate what phone number(s), text number and/or e-mail address you would like to use for IBS notices in addition to your regular contact phone number. (It may be the same number.)

**Resident Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Phone Number(s)** \_\_\_\_\_

**E-mail Address (optional)** \_\_\_\_\_

|                                                                                               |             |
|-----------------------------------------------------------------------------------------------|-------------|
| <b><i>Phone Number for <u>IBS Notices</u></i></b> _____                                       |             |
| <b><i>Alternate Phone Number for <u>IBS Notices</u></i></b> _____                             |             |
| <b><i>Text Phone Number for <u>IBS Notices</u></i></b> _____                                  |             |
| <b><i>E-mail Address for <u>IBS Notices</u></i></b> _____                                     |             |
| <input type="checkbox"/> Check this box if you choose not to provide IBS contact information. |             |
| <b>Signature of Resident</b>                                                                  | <b>Date</b> |

|                                        |                   |
|----------------------------------------|-------------------|
| <b>Office Use Only:</b>                |                   |
| Date Received _____                    | Received By _____ |
| Entered into Lindsey by _____ on _____ |                   |
| Entered into Access by _____ on _____  |                   |

