



FORT LEE
A HUNT MILITARY COMMUNITY
ONE MISSION. ONE COMMUNITY.
RESIDENT CONTACT SHEET

Name: _____ **Rank** _____ **Grade** _____

Date of Rank: _____

Social Security Number _____ **Unit** _____

Address: _____

Home Phone: (____) _____ - _____ **Cell Phone:** (____) _____ - _____

Work Phone: (____) _____ - _____ **Email :** _____

Please list any family members and guests living with you at this residence:

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Please list Emergency Contacts:

<u>Name</u>	<u>Relationship</u>	<u>Phone number/email</u>
9. _____	_____	_____
10. _____	_____	_____

Number of pets in the home: _____

Please list the type/breed of pet below:

Type of Pet _____ Breed _____ Registered on post?

1. _____ **Yes** **No**

2. _____ **Yes** **No**

Would you like to receive information about the project via email? **Yes** **No**

For Office Use Only: Retention Tracking- Please initial and date when completed

- Welcome Letter, gift, inspection, and survey placed in home _____
- Prorate Letter sent _____
- Call or Home visit- 30 days after move in _____
- Post Card sent- 60 days after move in _____

Revised: 05.28.2015

