



Home Emergency Contacts, Vendors & Property Information

The right information, ready when it matters.

A practical reference sheet for Southwest Florida homeowners and their trusted home watch professionals. Use it to keep preferred contacts, service providers, property details, access information, and important instructions organized in one convenient place.

FOR HOMEOWNERS	FOR HOME WATCH
Keep your preferred contacts and property information current.	Provide the information needed to respond confidently and appropriately.

Keep this document secure. Share access codes, alarm details, keys, and other sensitive information only with trusted, authorized individuals.

1. Property Information

Complete this section with the details someone may need to identify, access, and care for your property.

Property address	
Homeowner(s)	
Preferred property name	
Primary phone	
Primary email	
Mailing address	
Property type	☐ Single-family ☐ Condo ☐ Townhome ☐ Other
Occupancy	☐ Full-time ☐ Seasonal ☐ Short-term rental ☐ Vacant
HOA / community	
Insurance provider	
Policy number	

Access & Security

Gate / entry instructions	
Key location / keyholder	
Alarm company	
Alarm instructions	
Garage / door access	
Restricted areas	

Special Property Notes

2. Home Emergency Contacts

List the people and organizations who should be contacted when an urgent issue affects the property.

Contact / Organization	Purpose	Phone	Alternate / Notes

Emergency Authorization

Primary decision-maker	
Backup decision-maker	
Repair authorization limit	
Who may enter the property	
Who may approve emergency service	
Preferred communication	☐ Call ☐ Text ☐ Email ☐ Client portal

Emergency Instructions

3. Preferred Vendors & Service Providers

Record your preferred providers so the homeowner or home watch professional can contact the right person when needed.

Service / Vendor	Company / Contact	Phone	Email / Notes

Recommended categories may include roofing, HVAC, plumbing, electrical, pool service, landscaping, pest control, cleaning, shutters, generator service, locksmith, restoration, and security.

Vendor Instructions / Service Preferences

4. Property Systems & Maintenance Details

Use this page to record important system information, service schedules, and instructions.

Main water shutoff	
Electrical panel location	
Gas shutoff / fuel system	
HVAC make / model	
Thermostat settings	
Pool / spa equipment	
Irrigation controller	
Generator information	
Water heater location	
Shutter / storm panel storage	
Trash / recycling schedule	

Maintenance Schedule

Service	Provider	Frequency	Next Service / Notes

5. Additional Instructions & Document Review

Review this sheet periodically and update it whenever a contact, vendor, access detail, or property system changes.

Important Instructions

Last updated	
Updated by	
Next review date	
Home watch professional	
Home watch company	

Luxor Home Watch | Practical resources for protecting your property, preparing with confidence, and enjoying greater peace of mind.