



## Tenant Contact Information Form

To facilitate effective communication with our Tenants, we request that specific “Tenant Contacts” are designated by companies to interface with Property Management for issues that are day-to-day in nature.

### GENERAL COMPANY INFORMATION

<b>Company:</b>			
<b>Building Address:</b>			
<b>Suite # / Floors:</b>		<b># of Employees:</b>	
<b>Telephone #:</b>		<b>Fax #:</b>	

### TENANT CONTACTS

“Tenant Contacts” are responsible for requesting services and routine communications with Property Management. The individuals should be authorized to sign service requests for work which may be provided at additional cost.

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Alternate #:</b>	

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Alternate #:</b>	

### BILLING CONTACT

Electronic statements and invoices will be sent to the “Billing Contact.”

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Alternate #:</b>	

### EMERGENCY CONTACTS

“Emergency Contacts” are typically officers of the company or individuals directly in charge of the office. Home/cell phone numbers are requested in case of an after-hours emergency and are kept strictly confidential.

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Alternate #:</b>	

<b>Name:</b>			
<b>Email Address:</b>			
<b>Telephone #:</b>		<b>Alternate #:</b>	