Tenant Contact Information Sheet

Date: _____

Company Name: _____ Suite #_____

Tenant Administrator (day to day office contact)

Name: _____

Title: _____

Email: _____

Phone #:_____

Number of Employees _____

Notice Contact (legal notices and decision maker)

Name: _____

Title: _____

Email: _____

Phone #:_____

Accounting Contact (invoices, escalation and reconciliation)

Name: _____

Title: _____

Email: _____

Phone #:_____

Emergency Contact-2 required (After hours emergency notification)

Contact #1:_____

Cell Phone# _____

Contact #2: _____

Cell Phone#_____

Floor Leader (suite emergency evacuations and person to receive fire drill notifications)

Name: _____

Title: _____

Email: _____

Phone #:_____

Email completed form to Sumandhi Fox @ sumandhi.fox@pgn.com