

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:

Address (for legal notices):

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: