



TENANT CONTACT INFORMATION

TENANT INFORMATION

Company Name: _____

Building Address: _____

Main Phone #: _____

Company Domain (ex: @abc.com): @ _____

Company Description: _____

TENANT PRIMARY CONTACTS

Main Point of Contact

Contact Name: _____
Phone #: _____
Email Address: _____

Billing/Accounting Contact

Contact Name: _____
Phone #: _____
Email Address: _____

Leasing Contact

Contact Name: _____
Phone #: _____
Email Address: _____

HR/Events Contact

Contact Name: _____
Phone #: _____
Email Address: _____

Emergency Contacts (Please list 3)

Contact Name: _____	Contact Name: _____
Phone #: _____	Phone #: _____
Email Address: _____	Email Address: _____
Contact Name: _____	
Phone #: _____	
Email Address: _____	

INFORMATION SUBMITTED BY:

Name & Title: _____ Date: _____

*Tenant is to maintain record of this information and update Property Management Office upon any changes.