



**Tenant Contact Information Form**

**I. General Information**

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_ # of Employees: \_\_\_\_\_  
 Sub-tenant of: \_\_\_\_\_ Suite(s): \_\_\_\_\_  
 Main Phone: \_\_\_\_\_ Reception Floor: \_\_\_\_\_

**II. Tenant and Authorized Contact Information**

| Contact Name | Title | Direct Phone Number(s) | Email |
|--------------|-------|------------------------|-------|
| 1. _____     | _____ | _____                  | _____ |
| 2. _____     | _____ | _____                  | _____ |
| 3. _____     | _____ | _____                  | _____ |
| 4. _____     | _____ | _____                  | _____ |

**III. After-Hours Emergency Contacts (for emergencies involving the building & your suite(s))**

| Contact Name | Title | Emergency Phone Number(s) | Email |
|--------------|-------|---------------------------|-------|
| 1. _____     | _____ | _____                     | _____ |
| 2. _____     | _____ | _____                     | _____ |
| 3. _____     | _____ | _____                     | _____ |
| 4. _____     | _____ | _____                     | _____ |

**IV. IT Contacts**

| Contact Name | Company | Direct Phone Number(s) | Email |
|--------------|---------|------------------------|-------|
| 1. _____     | _____   | _____                  | _____ |
| 2. _____     | _____   | _____                  | _____ |

**V. Accounting Contacts**

1. Accounts Payable: Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Direct #: \_\_\_\_\_  
 Rent & Sundry statements should be sent to: Mailing Address: \_\_\_\_\_

2. Operating Expenses: Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Direct #: \_\_\_\_\_  
 Calculations should be sent to: Mailing Address: \_\_\_\_\_