

Tenant Name : _____	Legal Name : _____
Suite No. : _____	Operating Hours : _____
Main Phone No.: _____	No. of Employees : _____
Main Fax. No: _____	Type of Business : _____

TENANT REPRESENTATIVE (For General Correspondence & Service Authorizations) Name : _____ Title : _____ Phone No. : _____ E-Mail Address : _____ (This contact will receive all building notices)	ACCOUNTING CONTACT (For Statements & Invoicing) Name : _____ Title : _____ Phone No. : _____ E-Mail Address : _____ Receive Building Notices? <input type="checkbox"/>
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SENIOR CONTACT (For Correspondence re: Leasing, Financing) Name : _____ Title : _____ Phone No. : _____ E-Mail Address : _____ Receive Building Notices? <input type="checkbox"/>	LEGAL CONTACT (For Legal Notices) Name : _____ Title : _____ Phone No. : _____ E-Mail Address : _____ Receive Building Notices? <input type="checkbox"/>
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IT CONTACT (For Notices re: Power Shut-downs, etc.) Name : _____ Title : _____ Phone No. : _____ E-Mail Address : _____ Receive Building Notices? <input type="checkbox"/>	OTHER CONTACT (Please specify department) Name : _____ Title : _____ Phone No. : _____ E-Mail Address : _____ Department: _____ Receive Building Notices? <input type="checkbox"/>
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Completed By: _____ Date: _____