

## Tenant Information Sheet

Please complete **ALL** fields

Company Name: \_\_\_\_\_

Your Property's Address: \_\_\_\_\_

Office Phone Number: (\_\_\_\_) \_\_\_\_\_ Office Fax Number: (\_\_\_\_) \_\_\_\_\_

Weekday Hours of Operation: \_\_\_\_ a.m. to \_\_\_\_ p.m.      Weekend Hours of Operation \_\_\_\_ a.m. to \_\_\_\_ p.m.

**MAIN CONTACT** (main contact for the business):

Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CORPORATE CONTACT** (person who handles legal issues, leasing, renewals, corporate documents, etc.)

Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ACCOUNTING CONTACT** (person who handles invoices, payments & accounting issues):

Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Send accounting invoices, rent / CAM related notices & payment inquiries to:†**

Location of Business     Main Contact     Accounting Contact     Corporate Contact

**Send site maintenance issues, lease notices, and general management documents to:†**

Location of Business     Main Contact     Accounting Contact     Corporate Contact

**For your convenience our office sends monthly invoices via email; please provide the email address in which monthly invoices shall be emailed.**

Email: \_\_\_\_\_

**EMERGENCY CONTACT(S)** (please list two people we can contact in the event of an emergency):

1. _____	_____	_____
<i>Name</i>	<i>Phone</i>	<i>Cell Phone</i>
2. _____	_____	_____
<i>Name</i>	<i>Phone</i>	<i>Cell Phone</i>