

# Tenant Contact Sheet

We would appreciate your cooperation in providing the information requested below. Having this information on file will greatly assist us in providing you with prompt, professional management.

## GENERAL INFORMATION

Tenant Name: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

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

## CONTACT PERSON FOR POLICY DECISIONS (lease, remodeling, etc.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTACT PERSON FOR DAY-TO-DAY SITUATIONS (parking, security, maintenance work orders, etc.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTACT PERSON REGARDING BILLING/ACCOUNTING:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Written authorization will always be required to allow entry into the suite. Personnel authorized to allow entry into suite during off-business hours are listed as follows:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_