

Brookfield Properties

TENANT INFORMATION CONTACT FORM

*Please make another copy of the form if you need to include more contacts. This form must be submitted to the Management Office prior to move in and updated annually.

BUILDING: RBB East Tower West Tower Bankers Court Retail

Tenant Name: _____

Legal Name: _____

Suite No.: _____

Operating Hours:

Mailing Address: _____

From: _____ To: _____

Number of Employees: _____

Type of Business: _____

Main Phone No.: _____

TENANT REPRESENTATIVE

(All Correspondence/Bulletins/General Info/etc.)

Name: _____

TENANT REPRESENTATIVE

(All Correspondence/Bulletins/General Info/etc.)

Name: _____

Title: _____

Title: _____

Direct Line: _____

Direct Line: _____

Cell: _____

Cell: _____

Email Address: _____

Email Address: _____

ACCOUNTING CONTACT

(Billing, Invoicing, etc.)

Name: _____

ACCOUNTING CONTACT

(Rental Advice Notices, Common Area Maintenance Notices)

Name: _____

Title: _____

Title: _____

Direct Line: _____

Direct Line: _____

Email Address: _____

Email Address: _____

SENIOR CONTACT

(Leasing/Financing Information)

Name: _____

IT CONTACT

(IT Information)

Name: _____

Title: _____

Title: _____

Direct Line: _____

Direct Line: _____

Email Address: _____

Email Address: _____

EMERGENCY CONTACT

(After Hours, Emergencies, Shutdowns, etc.)

Name: _____

RETAIL SALES

(For Retail Contacts only)

Name: _____

Title: _____

Title: _____

Direct Line: _____

Direct Line: _____

Cell: _____

Email Address: _____

Email Address: _____

INSURANCE CONTACT

Name: _____

OTHER CONTACT

Name: _____

Title: _____

Title: _____

Direct Line: _____

Direct Line: _____

Email Address: _____

Email Address: _____

Date Completed: _____

Completed by: _____

(Please print if you manually filled out)

Please ensure the entire form is filled out. If you don't have a contact for one of these positions, please write "N/A" otherwise the form will be returned. Thank you for your assistance.