

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

<u>TENANT REPRESENTATIVE</u> (For General Correspondence & Service Authorizations)	<u>ACCOUNTING CONTACT</u> (For Statements & Invoicing)
Name : _____	Name : _____
Title : _____	Title : _____
Phone No. : _____	Phone No. : _____
E-Mail Address : _____	E-Mail Address : _____
(This contact will receive all building notices)	Receive Building Notices? <input type="checkbox"/>

<u>SENIOR CONTACT</u> (For Correspondence re: Leasing, Financing)	<u>LEGAL CONTACT</u> (For Legal Notices)
Name : _____	Name : _____
Title : _____	Title : _____
Phone No. : _____	Phone No. : _____
E-Mail Address : _____	E-Mail Address : _____
Receive Building Notices? <input type="checkbox"/>	Receive Building Notices? <input type="checkbox"/>

<u>IT CONTACT</u> (For Notices re: Power Shut-downs, etc.)	<u>OTHER CONTACT</u> (Please specify department)
Name : _____	Name : _____
Title : _____	Title : _____
Phone No. : _____	Phone No. : _____
E-Mail Address : _____	E-Mail Address : _____
Receive Building Notices? <input type="checkbox"/>	Department: _____
	Receive Building Notices? <input type="checkbox"/>

Completed By: _____	Date: _____
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