

Tenant Name: _____ Website: _____

Mailing Address: _____

Main Telephone #: _____ Fax #: _____

Employees: _____ Type of Business: _____

Business Hours : _____

TENANT REPRESENTATIVE (All Correspondence and Bulletins)

Name: _____ Title: _____

Mailing Address (if different) _____

Telephone #: _____ Email: _____

SENIOR CONTACT (i.e. President, C.E.O., Managing Partner)

Name: _____ Title: _____

Mailing Address (if different) _____

Telephone #: _____ Email: _____

ACCOUNTING CONTACT (Invoices)

Name: _____ Title: _____

Mailing Address (if different) _____

Telephone #: _____ Email: _____

ACCOUNTING CONTACT (Rent Letter and Year End Adjustments)

Name: _____ Title: _____

Mailing Address (if different) _____

Telephone #: _____ Email: _____

Completed by: _____ Date: _____