

## Tenant Contact Information

Tenant's Name: \_\_\_\_\_

Address and Suite Number: \_\_\_\_\_

1. Office Manager or Main contact for the office:

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

Phone: \_\_\_\_\_

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

Fax: \_\_\_\_\_

2. Person responsible for billing, accounting, insurance:

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

Phone: \_\_\_\_\_

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

3. Person responsible for lease negotiations/renewal:

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

Phone: \_\_\_\_\_

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

4. Contacts Information In Case of Emergency: **(We need 3 names and numbers)**

Name & cell phone: \_\_\_\_\_

Name & cell phone: \_\_\_\_\_

Name & cell phone: \_\_\_\_\_