

**TENANT INFORMATION FORM****BUILDING :** \_\_\_\_\_**TENANT NAME :** \_\_\_\_\_**SUITE NO. :** \_\_\_\_\_

General Tenant Information			
Legal Tenant Name:		Number of Employees:	
Mailing Address:		Internet Website:	
Main Phone Number:		Type of Business:	
Main Fax Number:		Operating Hours:	
<b>Tenant Representative (Primary Contact)</b>		<b>Accounting Contact (Rental Statements/Invoicing)</b>	
Name:		Name:	
Title:		Title:	
Mailing Address:		Mailing Address:	
Phone No.		Phone No.	
Email Address:		Email Address:	
<b>Senior Contact (Leasing/Renewals)</b>		<b>Other Contact (Specify Department)</b>	
Name:		Name:	
Title:		Title:	
Mailing Address:		Mailing Address:	
Phone No.		Phone No.	
Email Address:		Email Address:	
<b>Service Requests &amp; Building Communication</b>			
<i>Please list all employees eligible to issue online service requests (billable and nonbillable) below. These individuals will also receive general building notifications (i.e., elevator outages) unless otherwise noted.</i>			
<b>Contact Name/Title</b>	<b>Room #</b>	<b>Office Phone</b>	<b>Email Address</b>
<b>Please refer to "Emergency Contact Form" to list contacts for Emergency Alerts, Fire Wardens &amp; Disabled.</b>			