

# 609 Main - Tenant Contact Form

Below information is requested quarterly to ensure we have the proper line of communication.

Date: \_\_\_\_\_

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

Main Phone No: \_\_\_\_\_

Employee Count: \_\_\_\_\_



	Full Name	Email Address	Office Phone No.	Cell Phone No.
<b>Daily Tenant Contact</b>				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
<b>Building or Suite Access/Badging Contact</b>				
1	_____	_____	_____	_____
<i>Suite Access Vendor Contact Information</i>				
1	_____	_____	_____	_____
<b>Parking Contact</b>				
1	_____	_____	_____	_____
<b>Accounting Contact</b>				
1	_____	_____	_____	_____
<b>IT Contact</b>				
1	_____	_____	_____	_____
<b>After Hours Emergency Contact</b>				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
<b>Angus Tenant Work Order System Point of Contact</b>				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
<b>Tenant Memo Notification List</b>				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
<b>Tenant Mail Notification List</b>				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
<b>Leasing/Broker Contact</b>				
1	_____	_____	_____	_____