

BUILDING : _____

<p>Tenant Name : _____</p> <p>Suite No. : _____</p> <p>Mailing Address : _____ _____ _____</p> <p>Main Phone No. : _____</p> <p>Fax No. : _____</p>	<p>Legal Name : _____</p> <p>Business (Office/Retail) : _____</p> <p>Operating Hours : From: _____ To: _____</p> <p>Number of Employees : _____</p> <p>Type of Business : _____</p> <p>Internet Web Site : _____</p>
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<p><u>TENANT REPRESENTATIVE</u> (All Correspondence & Tenant Service Authorization)</p> <p>Name : _____</p> <p>Title : _____</p> <p>Mailing Address : _____ _____ _____</p> <p>Phone No. : _____</p> <p>Fax No. : _____</p> <p>E-Mail Address : _____</p>	<p><u>ACCOUNTING CONTACT</u> (Rental Statements & Invoicing)</p> <p>Name : _____</p> <p>Title : _____</p> <p>Mailing Address : _____ _____ _____</p> <p>Phone No. : _____</p> <p>Fax No. : _____</p> <p>E-Mail Address : _____</p>
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<p><u>SENIOR CONTACT</u> (Leasing/Financing Information)</p> <p>Name : _____</p> <p>Title : _____</p> <p>Mailing Address : _____ _____ _____</p> <p>Phone No. : _____</p> <p>Fax No. : _____</p> <p>E-Mail Address : _____</p>	<p><u>OTHER CONTACT</u> (Specify Department)</p> <p>Name : _____</p> <p>Title : _____</p> <p>Mailing Address : _____ _____ _____</p> <p>Phone No. : _____</p> <p>Fax No. : _____</p> <p>E-Mail Address : _____</p>
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EMERGENCY CONTACTS
 (After Hours Emergencies Home Phone No.'s)

<p>Name (Contact #1) : _____</p> <p>Phone No. : _____</p> <p>Name (Contact #2) : _____</p> <p>Phone No. : _____</p>	<p>Name (Contact #3) : _____</p> <p>Phone No. : _____</p> <p>Name (Contact #4) : _____</p> <p>Phone No. : _____</p>
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Date Completed : _____	Completed By : _____
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