

Building Name:

**TENANT INFORMATIONAL AND EMERGENCY CONTACT FORM**

TENANT:

BUILDING MAILING ADDRESS:

MAIN PHONE #:

BLDG/FLOOR(S): Retail

TYPE OF BUSINESS:

WEB SITE:

STORE HOURS:

**EMERGENCY CONTACTS** (Primary and Two (2) Backup)

Name and Title	Floor	Office #	Cell #	Home #	e-mail Address

**INFORMATIONAL CONTACTS** (Notification of Building Operation Updates and Events)

Name and Title	Floor	Office #	Cell #	Home #	e-mail Address

**HVAC EMERGENCY CONTACTS** (Notification of Alarm, During and After Business Hours)

Name and Title	Floor	Office #	Cell #	Home #	e-mail Address

**Special Instructions**

*\* Please note that in the event that we call to notify of an emergency, contacts will be called in the order listed.*