

Tenant Information



Property code: _____

Company Information

Company Name:		Suite #:	
Main Telephone:		# of Employees:	
Main Fax:			

General Contact Person(s)

These persons are authorized to make requests for services, after-hours HVAC, building facilities and work orders on behalf of Tenant and to access the Building Internet portal.

Name	Telephone	Email Address	May we use this email for building correspondence?
			YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>

Executive Contacts

Name	Title	Telephone	Email Address

Emergency Contacts

Call Order	Name	Title	Phone #1	Phone #2
1 st				
2 nd				

Certificate of Insurance Contact

Name	Phone	E-mail Address

Billing Contact

Name	Phone	E-mail Address

Lock Change Requests

Lock changes and new keys may be requested by the following employees (first & last names.)

Name	Title

Building Access Card Requests

Access cards may be requested by the following Employees (first & last names).

Name	Title

Tenant's Current Legal Address

Name:	
Address:	

TENANT HEREBY REQUESTS LANDLORD TO CHANGE THE LOCKS, ISSUE ACCESS CARDS, AND CHANGE LANDLORD'S RECORDS AS DESCRIBED ABOVE. TENANT AGREES TO REIMBURSE LANDLORD FOR ITS COSTS FOR LOCKS AND KEYS IN ACCORDANCE WITH LANDLORD'S CURRENT POLICIES FOR THE BUILDING AND TENANT'S LEASE.

THE UNDERSIGNED HEREBY CERTIFIES THAT THE UNDERSIGNED IS AUTHORIZED TO SIGN ON BEHALF OF TENANT THAT AND LANDLORD MAY RELY ON THIS DOCUMENT UNTIL A SIGNED REVISION IS RECEIVED BY LANDLORD. THIS DOCUMENT MAY BE EXECUTED AND DELIVERED BY FACSIMILE OR ELECTRONICALLY, AND FACSIMILE OR ELECTRONIC SIGNATURES SHALL BE DEEMED ORIGINAL SIGNATURES.

By: _____

Name: _____

Title: _____

Date: _____