

Tenant Contact Information

Business Name _____ Building: _____

Suite _____ Main Phone Number _____ Main Fax Number _____

Tenant Contacts: *(The Tenant Contacts should have authority to approve all billable work orders, including, new keys, new access cards, light bulb replacements, repairs to private sinks/restrooms, etc. These contacts will also receive any building memos via email and will be responsible for distributing to all employees. We must have (2) names, in case one person is unavailable. If you would like to list additional contacts, please do so at the bottom of the page or on the back of this form)*

Primary Tenant Contact: Name _____ Title _____

Direct Phone _____ Email _____

Secondary Tenant Contact: Name _____ Title _____

Direct Phone _____ Email _____

Billing Contact: **(PLEASE NOTE: monthly statements will ONLY be emailed,** so please be sure to provide an accurate email address. The statements will be sent from TWReports@transwestern.com, so please be sure to unblock this address.)

Name _____ Phone _____

Email(s) _____

Tenant Emergency Contacts: *(To be provided in case the building has an emergency. Please list in priority order...contacts will be called in the order in which they are listed, until someone is reached. It is the responsibility of each tenant to develop their own internal contingency plan to distribute any information which the building may provide.)*

First Emergency Contact: Name _____ Title _____

Phone: Home _____

Cell _____

Email _____

Second Emergency Contact: Name _____ Title _____

Phone: Home _____

Cell _____

Email _____

Third Emergency Contact: Name _____ Title _____

Phone: Home _____ Cell _____

Email _____

Any Additional Information: _____

****Form Completed By:** _____ **Date:** _____ ******