



TENANT CONTACT INFORMATION

Please complete this form in its entirety prior to move-in and complete appropriate sections whenever changes in authorized persons occur within your organization. Retain a copy for your reference. Thank you.

Please return to Julie Musselman either via email at Julie.Musselman@cbre.com or deliver to suite 312.

OFFICE USE ONLY: Document Received: _____

Tenant Company Name:		Approximate # of Employees:	
Suite Number:		Email Address:	
Main Office Phone:		Main Office Fax:	

Day to Day Operations Contact:

Please list the persons that will have access to the Angus system. For more information about Angus please contact the building office.

Main Contact Name and Title:		Email:	
Direct Office	After Hours Cell/ Phone Number:	Fax:	
Second Contact:		Email:	
Direct Office	After Hours Cell/ Phone Number:	Fax:	
Third Contact:		Email:	
Direct Office	After Hours Cell/ Phone Number:	Fax:	

After Hours Emergency Contact:

Please list below the names and phone numbers of at least two (2) persons who are to be contacted in case of emergency after working hours.

Main Contact Name and Title:		Email:	
Cell Phone:	Cellular Provider: (used for texting purposes)		
Home Phone:	Other:		

Second Contact Name and Title:		Email:	
Cell Phone:	Cellular Provider: (used for texting purposes)		
Home Phone:	Other:		

Third Contact Name and Title:		Email:	
Cell Phone:	Cellular Provider: (used for texting purposes)		
Home Phone:	Other:		



TENANT CONTACT INFORMATION

Fire/Safety Wardens Contact :

Please list below the names and phone numbers of at least two (2) persons who are to be contacted in case of emergency after working hours.

Main Contact Name and Title:		Email:	
Cell Phone:		Cellular Provider: (used for texting purposes)	
Home Phone:		Other:	

Second Contact Name and Title:		Email:	
Cell Phone:		Cellular Provider: (used for texting purposes)	
Home Phone:		Other:	

Third Contact Name and Title:		Email:	
Cell Phone:		Cellular Provider: (used for texting purposes)	
Home Phone:		Other:	

Rental Payment & Lease Inquires Contact:

Please list below the names and phone numbers of the person(s) responsible for financial and lease items.

Main Contact Name:		Title:	
Direct Office:		Fax:	
Email Address:		Address:	

Main Contact Name:		Title:	
Direct Office:		Fax:	
Email Address:		Address (if different than above)	

Decision Maker Contact:

Please list below the names and phone numbers of the person(s) responsible for making decisions for the company.

Main Contact Name:		Title:	
Direct Office:		Fax:	
Email Address:		Address:	



TENANT CONTACT INFORMATION

Disabled Employees (Please include the temporarily disabled)

Please list all individuals with any disabilities. It is extremely important that this information be updated frequently. Please inform the management office of any changes in an employee's disability status.

Name:		Email:	
Office Phone:		Cellular:	
Type of Disability or Assistant Needed (i.e. hearing impaired, limited mobility, etc...)		Location/ Floor:	

Name:		Email:	
Office Phone:		Cellular:	
Type of Disability or Assistant Needed (i.e. hearing impaired, limited mobility, etc...)		Location/ Floor:	

If you have more than two (2) disabled employees that need to be listed, please feel free to provide us with a separate sheet.

COMMENTS/NOTES:

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