

# TENANT CONTACT FORM

Please complete the information below and email to the Building Management office.

For each tenant in the building, building management requests the names of two (2) people for contact purposes. The first is the Tenant Contact who will be responsible for requesting services from the Landlord. This person should be authorized to sign service requests for additional work, which may be provided at an additional cost. The second name is that of an alternate contact. We are also requesting the home telephone numbers of these individuals in case of an after-hours emergency. All home telephone numbers are kept strictly confidential.

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## C O N T A C T   I N F O R M A T I O N

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Company Name  
& Suite No: \_\_\_\_\_

Office hours: \_\_\_\_\_ Alarm: Yes / No

Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Work Number: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Cell : (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Work Number: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Cell : (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Accounting Contact: \_\_\_\_\_

Work Number: (\_\_\_\_) \_\_\_\_\_

Invoices should be emailed to:

Angus WO system  
Contact & email: \_\_\_\_\_

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