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TENANT INFORMATION – CONTACT LIST

*Please complete the following questionnaire (type or print)*

Business Name: \_\_\_\_\_

Business Address (physical): \_\_\_\_\_

\_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Office Manager: \_\_\_\_\_

Hours and Days of Operations: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Alarm System: Yes or No

TENANT CONTACT INFORMATION, CONT.

List Office Manager to Receive General E-mail Announcements

Name	Position	Phone	Fax	Email

List Emergency Contacts Including Contacts for After Hour Emergencies

Name	Position	Phone	Fax	Email

List Main Contact for Lease Issues

Name	Position	Phone	Fax	Email

List Main Contact for Billing Issues

Name	Position	Phone	Fax	Email

List Additional Employees to Receive Creekside Newsletter

Name	Phone	Email