

**1359 BROADWAY**  
**Tenant Contact Information**

To maintain current and accurate records, we ask that you complete the information below. The information you provide will enable us to coordinate building operations and inform the appropriate parties in case of an emergency. Please feel free to attach additional pages of contact information if there is more than one responsible party.

**TENANT COMPANY NAME:** \_\_\_\_\_

MAIN TENANT     SUB-TENANT OF: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

FLOOR/SUITE #: \_\_\_\_\_

MAIN TELEPHONE NUMBER: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER/PRESIDENT:** \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

**FACILITIES MANAGER/ PERSON(S) TO BE CONTACTED DURING BUSINESS HOURS:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL #: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL #: \_\_\_\_\_

**NAME OF CONTACT RESPONSIBLE FOR EMERGENCY SITUATIONS:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL #: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL #: \_\_\_\_\_

**NAME OF ACCOUNTING CONTACT RESPONSIBLE FOR RENT PAYMENT AND TENANT CHARGES:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL #: \_\_\_\_\_