



## Tenant Contact Information Form

<b>Company Name:</b>	<b>Floor/Suite Number:</b>
<b>Main Phone Number:</b>	<b>Number of Employees on-site:</b>
<b>Company Website:</b>	

### On-site Daily Contact

*On-site daily contact for misc. management issues and events. Please include a secondary contact in case primary contact is absent.*

<b>Daily Contact Name:</b>	<b>Title:</b>	<b>Mobile Number:</b>
<b>Direct Phone Number:</b>	<b>Email (required):</b>	
Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		
<b>Secondary Contact Name:</b>	<b>Title:</b>	<b>Mobile Number:</b>
<b>Direct Phone Number:</b>	<b>Email (required):</b>	
Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		

### Accounting Contact/Statement Delivery

*Primary contact for statement delivery and payment inquiries. Will automatically receive Accounting level access on the tenant portal.*

<b>Accounting Contact Name:</b>	<b>Title:</b>
<b>Direct Phone Number:</b>	<b>Email (required):</b>
Please select additional access levels if desired. See the attached page for role permissions information. <input checked="" type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative	

### Emergency Contact

*Reasons that the emergency contact would be called: Employee locked out of suite, after-hours emergency inside or outside of tenant space requiring tenant notification.*

<b>Contact Name:</b>	<b>Title:</b>	<b>Email:</b>
<b>Mobile Phone:</b>	<b>Direct Line:</b>	<b>Home Phone:</b>
<b>Second Contact Name:</b>	<b>Title:</b>	<b>Email:</b>
<b>Mobile Phone:</b>	<b>Direct Line:</b>	<b>Home Phone:</b>

### Senior Local Office Contact

*On-site decision maker or most senior position in the office. The secondary contact for suite access authorization requests, in the event of a personnel lockout.*

<b>Contact Name:</b>	<b>Title:</b>
<b>Direct Line:</b>	<b>Mobile Number:</b>
<b>Email address:</b>	

Check if second page is included

Name of Person Completing Form \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## Tenant Contact Information Form

### Additional Contacts for Tenant Portal Access

*Please see the attached page for permissions levels.*

<b>Additional Contact Name:</b>	Title:	Mobile Number:
Direct Phone Number:	Email (required):	
Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		
<b>Additional Contact Name 2:</b>	Title:	Mobile Number:
Direct Phone Number:	Email (required):	
Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		
<b>Additional Contact Name 3:</b>	Title:	Mobile Number:
Direct Phone Number:	Email (required):	
Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		

### Tenant Portal Access Removal

*Please list the names of those contacts you would like to have removed from the tenant portal*

<b>Contact Name:</b>	Title:	Mobile Number:
Direct Phone Number:	Email (required):	
Please select one or more access levels. See the attached page for role permissions information. <input type="radio"/> Remove All Access <input type="radio"/> Accounting (2 person maximum per tenant) <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		
<b>Contact Name 2:</b>	Title:	Mobile Number:
Direct Phone Number:	Email (required):	
Please select one or more access levels to be removed. See the attached page for role permissions information. <input type="radio"/> Remove All Access <input type="radio"/> Accounting <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		
<b>Contact Name 3:</b>	Title:	Mobile Number:
Direct Phone Number:	Email (required):	
Please select one or more access levels to be removed. See the attached page for role permissions information. <input type="radio"/> Remove All Access <input type="radio"/> Accounting <input type="radio"/> Executive <input type="radio"/> Primary <input type="radio"/> Administrative		

**Tenant Portal Roles and Access Levels**

	Tenant Role Labels			
<b>Access Available</b>	<i>Accounting (max 2)</i>	<i>Executive</i>	<i>Primary</i>	<i>Administrative</i>
Announcements				
Property Contact Information				
Property Documents				
Maintenance Requests				
Amenity Reservations				
Lease Profile				
Lease Documents (includes rent statements)				
Account Activity				