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|  |  |  | **TENANT INFORMATION FORM** |
| **BUILDING : 10 Waterview Boulevard** |  |  |  |
| **TENANT NAME :** |  |  | **SUITE NO. :** |
| **General Tenant Information** | | | |
| Legal Tenant Name: | | Number of Employees: | |
| Mailing Address: | | Internet Website: | |
| Main Phone Number: | | Type of Business: | |
| Main Fax Number: | | Operating Hours: | |
| **Tenant Representative (Primary Contact)** | | **Accounting Contact (Rental Statements/Invoicing)** | |
| Name: | | Name: | |
| Title: | | Title: | |
| Mailing Address: | | Mailing Address: | |
| Phone No. | | Phone No. | |
| Email Address: | | Email Address: | |
| **Senior Contact (Leasing/Renewals)** | | **Other Contact (Specify Department)** | |
| Name: | | Name: | |
| Title: | | Title: | |
| Mailing Address: | | Mailing Address: | |
| Phone No. | | Phone No. | |
| Email Address: | | Email Address: | |
| **Service Requests & Building Communication** | | | |
| ***Please list all employees eligible to issue online service requests (billable and non-billable) below. These***  ***individuals will also receive general building notifications (i.e., elevator outages) unless otherwise noted.*** | | | |
| **Contact Name/Title** | **Room #** | **Office Phone** | **Email Address** |
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| **Please refer to "Emergency Contact Form" to list contacts for Emergency Alerts, Fire Wardens & Disabled.** | | | |