

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Please refer to "Emergency Contact Form" to list contacts for Emergency Alerts, Fire Wardens & Disabled.** |