

TENANT CONTACT INFORMATION

In order to update our building contact list, we request your assistance in providing the following information. All information will be kept confidential and personal phone numbers will only be used in the event of an emergency. Please complete the following and email to the TheExchange@colliers.com. Thank you!

PREMISES INFORMATION AND ON-SITE CONTACT

Company Name:		Is this Head Office? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:		Unit / Suite Number:
On-Site Contact Name:		Title:
Work Phone: ()	Fax Number: ()	Email:
Hours of Operation:		
Are your premises alarmed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security Company Name:	Phone Number: ()

RENTAL PAYMENT CONTACT

Contact Name:		Title:
Work Phone: ()	Fax Number: ()	Email:
Address (If different then on-site):		

EMERGENCY CONTACT

Primary Emergency Contact	Secondary Emergency Contact	Third Emergency Contact
Name	Name	Name
Title:	Title:	Title:
Work Phone: ()	Work Phone: ()	Work Phone: ()
Cell Phone: ()	Cell Phone: ()	Cell Phone: ()
Home Phone: ()	Home Phone: ()	Home Phone: ()

HEAD OFFICE / LEASING CONTACT INFORMATION *(Head Office if different than On-Site information)*

Address:		
Contact Name:		Title:
Work Phone: ()	Fax Number: ()	Email:
If correspondence should be forwarded to above address please indicate: <input type="checkbox"/> Yes <input type="checkbox"/> No		