**CONTACT INFORMATION FORM**

Please **fill out** this form and return via email to [max.mendes@cbre.com](mailto:max.mendes@cbre.com).

We recommend that you fill out this form on your computer and save it for your records and future updates. Please call or email if you need a blank copy of the form emailed to you. Thank you.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tenant Name |  | | Date |  | # of Onsite Employees |  |
| Address |  | Suite # |  | | | |
| City, Zip |  | Type of Business |  | | | |
| Main Phone |  | Main Fax |  | | | |

**PRIMARY CONTACTS -** Please provide the names, email addresses and ***daytime*** telephone numbers of the following individuals:

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Daily Contact |  | Title |  |
| Email |  | Telephone |  |
| Secondary Daily Contact |  | Title |  |
| Email |  | Telephone |  |
| Executive Contact (Decision maker for leasing issues, etc.) |  | Title |  |
| Email |  | Telephone |  |
| Accounting/Billing Contact |  | Title |  |
| Email |  | Telephone |  |
| Emergency Coordinator |  | Office Phone |  |
| Email |  | Cell Phone |  |

**EMERGENCY CONTACTS -** Please list the ***after-hours*** emergency contacts in the order you would like us to attempt contact. Please include the after-hours contact information for your company’s decision maker as one of the contacts. All information is kept strictly confidential.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Emergency Contact #1 |  | **Decision Maker?** |
| Home Phone |  | Cell Phone |
| After Hours Email Address |  | Other Phone |
|  |  |  |
| Emergency Contact #2 |  | **Decision Maker?** |
| Home Phone |  | Cell Phone |
| After Hours Email Address |  | Other Phone |
|  |  |  |
| Emergency Contact #3 |  | **Decision Maker?** |
| Home Phone |  | Cell Phone |
| After Hours Email Address |  | Other Phone |

**ALARM NOTIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Is your suite alarmed? | Yes | No | Alarm Contact |

**SERVICE REQUEST CONTACTS –** Please list and include the signature of individuals who are ***authorized to request services*** from CBRE. The service requestors listed below shall be authorized to incur charges on behalf of the tenant for all building services other than construction services. We will only accept work orders from the contacts listed below. (Please use an additional page for contacts if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor #1 |  | Telephone |  |
| Title |  | Email |  |
| Requestor #2 |  | Telephone |  |
| Title |  | Email |  |
| Requestor #3 |  | Telephone |  |
| Title |  | Signature |  |
| Requestor #4 |  | Telephone |  |
| Title |  | Signature |  |
| Requestor #5 |  | Telephone |  |
| Title |  | Signature |  |

**TENANT NOTIFICATION EMAIL CONTACTS –** Since the Management Office disseminates building information and updates via tenant notification e-mails, it is necessary to list at least one e-mail contact. This person will responsible for forwarding the information to all employees in your office. It is suggested that you list at least one secondary contact in case the primary contact is out of the office. (Please use an additional page for contacts if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| Contact #1 |  | Telephone |  |
| Title |  | Email |  |
| Contact #2 |  | Telephone |  |
| Title |  | Email |  |
| Contact #3 |  | Telephone |  |
| Title |  | Email |  |
| Contact #4 |  | Telephone |  |
| Title |  | Email |  |

**ACCOUNTING CONTACTS –** Please provide contact information for who should receive monthly Rent statements.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact #1 |  | Telephone |  |
| Title |  | Email |  |
| Contact #2 |  | Telephone |  |
| Title |  | Email |  |

**FORM COMPLETED BY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Title |  | Date |  |

**PLEASE PROVIDE THE MANAGEMENT OFFICE WITH AN UPDATED FORM FOR ANY CONTACT CHANGES. THANK YOU.**

**\* Please return the completed form via email,** [max.mendes@cbre.com](mailto:max.mendes@cbre.com)

**MANAGEMENT OFFICE ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| All contact lists (tenant contact list, Outlook & ETS) updated on: |  | By: |  |