

**TENANT INFORMATION AND EMERGENCY CONTACT FORM**

<b>TENANT:</b>	
<b>BUILDING MAILING ADDRESS:</b>	
<b>MAIN PHONE #:</b>	<b>BLDG/FLOOR(S):</b>
<b>TYPE OF BUSINESS:</b>	<b>NUMBER OF EMPLOYEES (ESTIMATE)</b>
<b>WEB SITE:</b>	

**EMERGENCY CONTACTS** (Primary and Two (2) Backup - IF APPLICABLE)

Name and e-mail address	Emergency Admin for Company (YES/NO)	Primary Phone #	Secondary Emergency #	SMS Text Emergency #	Other #

**INFORMATIONAL/ANGUS CONTACTS** (Notification of Building Operation Updates and Events)

Name and e-mail address	Emergency Admin for Company (YES/NO)	Office #	Cell #	Home #	Fax #

*\* Please note that in the event that we call to notify of an emergency, contacts will be called in the order listed.*