

Section 3: Moving Procedures

Tenant Contact Form

For each Tenant in the building, the Building Office is requesting the names of three people for contact purposes. The first two would be the Tenant Contact and Backup Contact, who will be responsible for requesting any services available from the Building Office. The third name is that of the Principal Contact. This is usually an Officer of the Company or someone directly in charge of the office. We are also requesting cell phone numbers from these individuals in case of an after-hours emergency. These numbers will be kept confidential.

The Building Office prefers work orders or requests be submitted only from the Tenant Contact, Backup Contact, or Principal Contact.

Company Name: _____

1. Tenant Contact: _____

Title: _____

E-Mail Address: _____

Home/Cell Phone Number: _____

2. Backup Contact: _____

Title: _____

E-Mail Address: _____

Home/Cell Phone Number: _____

3. Principal Contact: _____

Title: _____

E-Mail Address: _____

Home/Cell Phone Number: _____