



**TENANT CONTACT INFORMATION** Please complete and return to the Management Office and/or to

Lydia Noonan, [lydia.noonan@nrmk.com](mailto:lydia.noonan@nrmk.com)

**GENERAL INFORMATION**

Tenant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite #: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Company Web Site, if applicable: \_\_\_\_\_ Approx. # of Employees: \_\_\_\_\_

**ON-SITE CONTACT**

Primary: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Back-Up: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**RENT PAYMENT CONTACT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**INSURANCE CONTACT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**LEASING CONTACT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**EMERGENCY CONTACT**

Primary: \_\_\_\_\_  
Phone: \_\_\_\_\_ Other #: \_\_\_\_\_  
Back-Up: \_\_\_\_\_  
Phone: \_\_\_\_\_ Other #: \_\_\_\_\_