



TENANT CONTACT INFORMATION

Please complete and return to the Management Office and/or to Meghan McCluskey, Meghan.mccluskey@ngkf.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 #: _____