



## TENANT CONTACT INFORMATION

Please fill in the following and email to [jake.arnet@columbia.reit](mailto:jake.arnet@columbia.reit)

### TENANT INFORMATION

Name of Building: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_

Street Address: \_\_\_\_\_

Main Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Web Address: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

### PRIMARY CONTACT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SECONDARY CONTACT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CORPORATE CONTACT INFORMATION / EXECUTIVE CONTACTS**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ACCOUNTING CONTACT INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**AFTER HOURS EMERGENCY CONTACTS (in Order to Contact)**

**# 1** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**# 2** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**#3** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**# 4** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**IT CONTACT INFORMATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**FLOOR / FIRE WARDEN**

**#1** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**#2** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**#3** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone No.: \_\_\_\_\_ Office Fax No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PLEASE CHECK THE DAYS YOUR OFFICE IS TYPICALLY CLOSED DURING THE YEAR:**

	New Year's Day		Day Before 4 <sup>th</sup> of July		Day After Thanksgiving
	Martin Luther King, Jr. Day		4 <sup>th</sup> of July		Christmas Eve
	Presidents' Day		Labor Day		Christmas Day
	Good Friday		Columbus Day		New Year's Eve
	Memorial Day		Thanksgiving Day		Additional Days