



# Tenant Contact Information Request Form

1900-2000 University Avenue – East Palo Alto, CA 94303

Please fill in the following information and return a copy to Jake Arnet, [JARnet@lbarealty.com](mailto:JARnet@lbarealty.com).

## Tenant Information

<b>Name of Tenant:</b>	
<b>Street Address:</b>	
<b>Main Phone:</b>	<b>Fax:</b>
<b>Website:</b>	
<b>Number of Employees:</b>	<b>Hours of Operations:</b>

## Primary Contact Information

<b>Name:</b>	<b>Title:</b>
<b>Office Address:</b>	
<b>Office Phone:</b>	<b>Fax:</b>
<b>Cell Phone:</b>	<b>Email:</b>

## Secondary Contact Information

<b>Name:</b>	<b>Title:</b>
<b>Office Address:</b>	
<b>Office Phone:</b>	<b>Fax:</b>
<b>Cell Phone:</b>	<b>Email:</b>

**Corporate Contact Information / Executive Contact**

<b>Name:</b>	<b>Title:</b>
<b>Office Address:</b>	
<b>Office Phone:</b>	<b>Fax:</b>
<b>Cell Phone:</b>	<b>Email:</b>

**Accounting Contact Information**

<b>Name:</b>	<b>Title:</b>
<b>Office Address:</b>	
<b>Office Phone:</b>	<b>Fax:</b>
<b>Cell Phone:</b>	<b>Email:</b>

**After Hours Emergency Contacts (in order to contact)**

<b>#1 Name:</b>	<b>Title:</b>
<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>Email:</b>	

<b>#2 Name:</b>	<b>Title:</b>
<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>Email:</b>	

<b>#3 Name:</b>	<b>Title:</b>
<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>Email:</b>	

<b>#4 Name:</b>	<b>Title:</b>
<b>Cell Phone:</b>	<b>Home Phone:</b>
<b>Email:</b>	

**IT Contact Information** (if applicable)

<b>Name:</b>	<b>Title:</b>
<b>Office Address:</b>	
<b>Office Phone:</b>	<b>Fax:</b>
<b>Cell Phone:</b>	<b>Email:</b>

**Office Holidays**

Please identify the days your office is typically closed.

<b>New Year's Day</b>	<b>MLK, Jr. Day</b>	<b>Presidents' Day</b>	<b>Good Friday</b>
<b>Memorial Day</b>	<b>Independence Day</b>	<b>Juneteenth</b>	<b>Thanksgiving Day</b>
<b>Day after Thanksgiving</b>	<b>Christmas Eve</b>	<b>Christmas Day</b>	<b>New Year's Eve</b>
<b>Additional Days:</b>			