



# TENANT INFORMATION FORM

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day-to-day operations of the property or in the event of an emergency. Once you have filled out this information sheet, please email to [300SRP@300river.com](mailto:300SRP@300river.com).

## GENERAL INFORMATION

Name of Firm:			
Suite/Floor:			
Reception Phone:			
Business Hours:			
<b>PLEASE ATTACH THE FOLLOWING ITEMS (if new tenant or if there were any updates):</b>			
	CERTIFICATE OF INSURANCE		COPY OF W9
	COMPANY HOLIDAY SCHEDULE		SIGNED Property Removal Pass

## EMERGENCY CONTACT INFORMATION

*Please list below at least two (2) persons in the order to be contacted in case of an emergency.*

Name	Title	Day Phone	Mobile Phone	Email

**OFF-SITE Evacuation Meeting Point Location:**

## TENANT DAY-TO-DAY OPERATIONS CONTACT

*Please list below persons to be contacted for day-to-day business operations and building notices.*

Name	Title	Day Phone	Mobile Phone	Email

## SUITE ACCESS CONTACTS

*Please list below at least two (2) persons in the order to be contacted for suite access.*

During Business Hours (8:00am-5:00pm M-F)			After-Hours (5:00pm-8:00am M-F & Weekends)		
Name	Day Phone	Mobile Phone	Name	Day Phone	Mobile Phone



# TENANT INFORMATION FORM

## WORK ORDER, PROPERTY REMOVAL PASS, & SERVICE REQUESTS

Persons authorized to request and sign for work order via Building Engines.

Name	Title	Day Phone	Mobile Phone	Email

## LEGAL AND EXECUTIVE OFFICE CONTACTS

Please list below persons to be contacted regarding legal or executive matters.

Name	Title	Day Phone	Mobile Phone	Email

## BILLING INFORMATION

Please list below person to be contacted regarding payment of rent and where rent statement should be emailed:

Name:	Title:
Email:	Phone:
CC to Name:	Title:
CC to Email:	

## OCCUPANTS

In order to plan for tenant appreciation events and emergency planning, please provide occupant information.

Total # of Occupants		
If you occupy more than one floor please specify occupants per floor.		
Floor or Suite #	# Daytime Occupants	# Evening Occupants

**Please complete and email to [300SRP@300river.com](mailto:300SRP@300river.com) or drop of in the Management Office located on the 19th Floor in Suite 1980-S.**

Please remember to keep this sheet up-to-date at all times. This information is consistently used by the Management Office and is necessary to keep tenants properly informed. As a tenant, it is your responsibility to provide Management with any updates. Remember to update your security listings as well.

Form Completed By:			
--------------------	--	--	--