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.

GENERAL INFORMATION

Name of Firm:
Suite/Floor:
Reception Phone:
Business Hours:

PLEASE ATTACH THE FOLLOWING ITEMS (if new tenant or if there were any updates):

		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

SOUTH RIVERSIDE

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 or
drop of in the Management Office located on the 3rd Floor in Suite 325-N.

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:			