

CENTENNIAL LAKES OFFICE PARK

Forms

TENANT CONTACT/EMERGENCY NOTIFICATION LIST

FORM A

In order to maintain accurate records for lease administration and emergency purposes, we will need the following information from you. This information will remain confidential. Please provide the information below email, as soon as possible. Thank you.

Cushman & Wakefield/NorthMarq
7650 Edinborough Way, Suite 175, Edina, Minnesota, 55435
EMAIL: clopmain@cushwakenm.com

.....

TENANT INFORMATION

Company Name: _____ **Suite #:** _____

Main Phone #: _____

Number of On-Site Employees: _____

Office Building Address: _____

Daily Contact(s) <i>Persons to receive regular memos. A main contact & back-up are recommended.</i>			
Name	Title	Direct Dial	Email

Senior Contact(s) <i>General manager, real estate decision maker, company president...</i>			
Name	Title	Direct Dial	Email

Legal Notice Contact <i>Where official documents and lease information should be sent.</i>		
Name	Title	Mailing Address

After-Hours Emergency Contacts <i>Persons that can be reached after hours. Please list more than one.</i>			
Name	Title	Cell/Home Phone	Email

Security Alarm Information <i>If your space is secured by alarm please fill out the information below.</i>	
Security Company Name:	_____
Contact Name:	_____ Phone #: _____

