



**CONTACT INFORMATION**

Please fax or email this form to the attention of your property manager.

**CONTACT INFORMATION**

**Company Name:** \_\_\_\_\_

**Suite #:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_ **Office Hours:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**BILLING CONTACT**

**Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**EMERGENCY CONTACT**

**Emergency Contact (after hours):** \_\_\_\_\_

**Home Ph:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**2<sup>nd</sup> Emergency Contact (after hours):** \_\_\_\_\_

**Home Ph:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**IMPAK CONTACT** (Tenant maintenance requests)

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**FIRE WARDEN ASSIGNMENT & CONTACT**

**FIRE WARDEN:** Name: \_\_\_\_\_ Email: \_\_\_\_\_

**ALTERNATE FIRE WARDEN:** Name: \_\_\_\_\_ Email: \_\_\_\_\_