



To Whom It May Concern:

At your earliest convenience, please help us update your company's profile by completing the following. Please insert additional sheet(s) if required.

Company Name: _____

Address: _____

Telephone No: _____ **Fax No:** _____

Website Address: _____

Principals (ie. President, Vice President, CEO):

Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	
Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Property and Legal Administrative Contacts (Local):

Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	
Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Accounts Payable Contacts: (Please insert address if different from above) **Continued on next page**

Address:			
Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Tenant Contact Information Sheet

Accounts Payable Contacts:

Continued from previous page

Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Emergency/Security Contacts (Local):

Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	
Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Insurance Contacts: (if applicable)

Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	
Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Environmental Contacts: (if applicable)

Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	
Name:		Title:	
Phone #:		Fax #:	
Cell #:		Email:	

Please return by fax without cover sheet to 1-866-212-1686 or mail to the attention of Real Estate Department. Thank you very much for taking the time to assist us. If you have any questions regarding the above, please contact us at 604-665-9196.