

LAKESIDE COMMONS

Tenant Contact Information

For our files, please complete the information below. **Emergency Contact, Primary day-to-day Contact** and **Accounting Contact** and email the form to anyah@intercontinental.net

Company Name: _____

Building & Suite #: _____

Please list current Total of Employees #: _____

(For the purpose of tenant events and appreciations)

In case of emergency or security authorization, please notify:

In the event of an after-hours emergency or security authorization, a member of the management staff will contact the one of the individuals listed below. (Please use the back if additional space is needed)

1st- Contact, Name & Title: _____ Phone #: _____

Email: _____

2nd-Contact, Name & Title: _____ Phone #: _____

Email: _____

Day to day contact(s) (Primary)

Name & Title _____ **Email:** _____

Phone #: _____

Name & Title _____ **Email:** _____

Phone #: _____

Accounting contact information

Name & Title _____ **Email:** _____

Phone #: _____

Address to send Rent Coupon _____

Form Completed by: _____

Signature

Date: _____