

Tenant Contact Information

This information allows us to communicate with the appropriate personnel and will be kept in a confidential file. The **VIP Contact** will be the person who will speak for the signatories of the lease, if not the lease signatories themselves. The **On-Site Executive Representative** would be the person representing the interests of the VIP Contact. The **Accounting Representative** is the person or organization where invoices and statements will be sent to. The **Daily Contact** would be the person who is designated to deal with the needs of their fellow employees, to distribute information and to place maintenance work orders. The **Emergency Contact** would be the primary and ultimate person to contact in an emergency.

Tenant/Company Name	Main Phone #	Fax #	# Employees
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VIP Contact(s)	Title	Location	Phone #
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On-Site Exec	Title	Phone #	Fax #	Email
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Accounting Contact	Address	Phone #	Fax #	Email
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Daily Contact	Title	Phone #	Fax #	Email
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Persons to be contacted in the event of an **emergency**:

Contacts	Title	Work Phone #	Home Phone #	Cell/Pager #
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3.

Additional remarks or comments:

This information will be kept in a confidential file at Transwestern. It will only be used in case of an emergency. Please keep Transwestern informed of any changes to this information.