GRAND CENTRAL PROPERTIES

# Contact Information Form

This form is provided to ensure the Landlord has current and accurate Tenant contact information for matters arising during the Term of the Lease. The Tenant shall promptly notify the Landlord in writing of any changes to this contact information at any time during the Term.

## 1 TENANT (CORPORATION) INFORMATION

*The legal entity named on the Lease.*

LEGAL NAME OF CORPORATION

OPERATING / TRADE NAME (IF DIFFERENT)

PREMISES ADDRESS AND UNIT / SUITE NO.

BUILDING / PROPERTY NAME

BUSINESS PHONE (MAIN)

GENERAL EMAIL (IF APPLICABLE)

## 2 PRIMARY DAY-TO-DAY CONTACT

*The main operational contact for routine matters and property notices.*

NAME

TITLE

PHONE

EMAIL

## 3 ACCOUNTING / ACCOUNTS PAYABLE CONTACT

*The main contact for invoices, rent, operating cost recoveries, statements, etc.*

NAME

TITLE

PHONE

EMAIL

## 4 EMERGENCY CONTACT

*The authorized contact for after-hours emergencies.*

| NAME | TITLE |
| --- | --- |
| | |
| **MOBILE PHONE** | **EMAIL** |
| | |

## 5 TENANT WORK (CONTRACTOR) – IF APPLICABLE

*The main contact for Tenant Work / leasehold improvements.*

| NAME | COMPANY |
| --- | --- |
| | |
| **PHONE** | **EMAIL** |
| | |

## 6 TENANT CONFIRMATION

*I confirm that the information above is current and accurate.*

| FULL NAME (PLEASE PRINT) | SIGNATURE | DATE |
| --- | --- | --- |
| | | |

**Your Grand Central Properties team thanks you for your prompt attention to completing and returning this information.**

**Please return to: admin@grandcentralproperties.com**