

TENANT CONTACT INFORMATION

Premises: _____

Tenant's Legal Name: _____

Tenant's Trade Name: _____

Primary Legal Notice Address: **Primary legal notice address cannot be Store Premises address or a P.O. Box*

Secondary Legal Notice Address: (Optional):

Billing Address: Primary Legal Address
 Secondary Legal Address Other (complete below)

Premises Address: _____

Store Manager: _____

Hours of Operation: _____

Store Phone Number: _____

Fax Number: _____

Contacts:

24 Hour Emergency (Primary)

Name: _____

Title: _____

Phone Number: _____

Email: _____

24 Hour Emergency (Secondary)

Name: _____

Title: _____

Phone Number: _____

Email: _____

Rent Payments

Name: _____

Title: _____

Phone Number: _____

Email: _____

Fax Number: _____

Lease Renewals

Name: _____

Title: _____

Phone Number: _____

Email: _____

Fax Number: _____

Date Received: _____ Entered By: _____