



**TENANT CONTACT LIST**

Tenant: \_\_\_\_\_  
Building/Suite: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_

Date: \_\_\_\_\_  
Main Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Primary Day-to-Day Contacts:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Secondary Contacts:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Lease Administration Contacts:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Accounting Contacts (Rent, CAM, Sundries):**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Please return your completed form to Christy Kim via email at [Christy.Kim@cushwake.com](mailto:Christy.Kim@cushwake.com).