

# TELUS garden

## TENANT INFORMATION FORM

BUILDING: \_\_\_\_\_

|                                 |   |
|---------------------------------|---|
| Tenant Name: _____              | Legal Name: _____                         |
| Suite No.: _____                | Business (Office/Retail): _____           |
| Mailing Address: _____<br>_____ | Operating Hours: From: _____<br>To: _____ |
|                                 | Number of Employees: _____                |
| Main Phone No.: _____           | Type of Business: _____                   |
| Fax No.: _____                  | Internet Web Site: _____                  |

### **Tenant Representative**

(All correspondence & Tenant Service Authorization)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

### **Accounting Contact**

(Rental Statements & Invoicing)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

### **Senior Contact**

(Leasing / Financing Information)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

### **Other Contact**

(Specify Department)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

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

### **Emergency Contacts**

(After Hours Emergency Home Phone No.'s)

|                          |                          |
|--------------------------|--------------------------|
| Name (Contact #1): _____ | Name (Contact #3): _____ |
| Phone: _____             | Phone: _____             |
| Name (Contact #2): _____ | Name (Contact #4): _____ |
| Phone: _____             | Phone: _____             |

Date completed: \_\_\_\_\_

Completed By: \_\_\_\_\_