

## Tenant Information & Emergency Contact Form

Please fill out the following and return to: Banyan Street

[kporto@banyanstreet.com](mailto:kporto@banyanstreet.com)      [speterson@banyanstreet.com](mailto:speterson@banyanstreet.com)

Building Name and Suite Number \_\_\_\_\_

Company/Business Name \_\_\_\_\_

**Office Manager's Name** \_\_\_\_\_

Telephone \_\_\_\_\_

Fax & Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

Regular Hours of Business \_\_\_\_\_

Legal Notice Contact Name \_\_\_\_\_

& Mailing Address \_\_\_\_\_

Legal Notice Phone & Fax \_\_\_\_\_

**Accounts Payable Contact Person** \_\_\_\_\_

Accounts Payable Phone, Fax & Email \_\_\_\_\_

Accounts Payable Address \_\_\_\_\_

**IN CASE OF EMERGENCY** \_\_\_\_\_

First Contact Person \_\_\_\_\_

Title & Email \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Second Contact Person \_\_\_\_\_

Title & Email \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Please list any employees that may require special assistance during an evacuation. Indicate assistance required and nature of disability.

Access to initiate work orders thru the web-based tenant work order request system. Kindly provide first/last names and an email address for each.