



Tenant Contact Form

Please complete the following and submit to Jonathan Huynh at Jonathan.huynh@columbia.reit.

TENANT INFORMATION: Information is kept confidential and is for the Building Management's use only.

Business	Phone
Fax	Back Line
Address 315 Park Ave. South, Floor	Website
Owner/Manager	Owner/Manager
Type of Business	Number of Employees
Billing Address (if different than above)	
Office Liaison	Business Phone
Email	Cell Phone
Office Liaison	Business Phone
Email	Cell Phone

EMERGENCY CONTACT: List persons to contact in case of an emergency. Calls are made in the order listed. Please include three contacts.

	Name	Cell Phone	Home Phone	Alternate Phone
1				
2				
3				

SECURITY INFORMATION: (if applicable)

Alarm Company	Code No
Contact Person	Phone
Special Instructions / Additional Comments	
Authorized Signature	Date