



ESPLANADE

TENANT CONTACT INFORMATION

In order for us to contact a representative of your company during normal business hours or after hours, we request that you provide us with the names and numbers of individuals properly designated to respond to any issues involving your suite. Please note, for emergency contacts, we will need phone number(s) that can be reached during the day and on weekends.

Company Name: _____

Tower: _____ Suite: _____

Office Phone #: _____ Fax: _____

Business Days & Hours: _____

Tenant Representative #1: _____

Email: _____ Phone: _____

Tenant Representative #2: _____

Email: _____ Phone: _____

After Hours Emergency Contact #1: _____

Email: _____ Cell: _____

After Hours Emergency Contact #2: _____

Email: _____ Cell: _____

Accounting Contact: _____

Email: _____ Cell: _____

Accounting Address: _____

Rent Statement Contact: _____

Email: _____ Phone: _____



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Human Resources Contact: _____

Email: _____ Phone: _____

Legal Contact: _____

Email: _____ Phone: _____

Notice Address:

Please email completed form to kaia.powell@cbre.com or renee.linton@cbre.com