

**150 KING STREET WEST  
TENANT CONTACT INFORMATION**

This form is to be completed to provide building staff, security, and management with appropriate contact names and numbers for specific situations.

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<b>Company Name</b>	<b>Suite #</b>	<b># of Employees</b>
<hr/>	<hr/>	<hr/>
<b>Name (please print)</b>	<b>Position</b>	<b>Date</b>
<hr/>	<hr/>	<hr/>
<b>Signature</b>	<b>Telephone</b>	<b>Extension</b>
<hr/>	<hr/>	<hr/>

**MAIN CONTACT**

Please provide the name and telephone numbers for the person designated as a MAIN CONTACT. This is for the purposes of receiving general correspondence etc. This person will also be calling BentallGreenOak for work orders and general inquiries.

1) \_\_\_\_\_  
 Name Position Telephone Fax / E-mail

**ACCOUNTING CONTACT**

The ACCOUNTING CONTACT will be receiving any invoices and billing-related correspondence.

1) \_\_\_\_\_  
 Name Position Telephone Fax / E-mail

**EXECUTIVE CONTACT**

The EXECUTIVE CONTACT is usually a CEO, VP, or equivalent, and would be receiving only specific and very important notices that would be of importance or of interest to them.

1) \_\_\_\_\_  
 Name Position Telephone Fax / E-mail

**POWER SHUTDOWN CONTACT**

The POWER SHUTDOWN CONTACT will be receiving notices related to required power shutdowns or failures. This person is usually a member of the IT department. Main Contacts also receive Power Shutdown information.

1) \_\_\_\_\_  
 Name Position Telephone Fax / E-mail

**EMERGENCY CONTACTS**

Please provide the name and telephone numbers for persons to be contacted in an emergency. These numbers will be kept confidential and used in an emergency only. Please advise us if this information changes.

1) \_\_\_\_\_  
 Name Position Home Telephone Alternate Telephone Email Address

2) \_\_\_\_\_  
 Name Position Home Telephone Alternate Telephone Email Address

3) \_\_\_\_\_  
 Name Position Home Telephone Alternate Telephone Email Address