



DATE _____

TENANT EMERGENCY CONTACT SHEET

For us to contact you with important information or in an emergency, it is important that we have the following information. Please fill out this form COMPLETELY and return by mail to **Danly Properties** at 11940 Jollyville Road, Suite 300-S, Austin, Texas 78759 or email to: **dmolinar@danlyproperties.com**.

Local Retail, Store or Office Information

Business Name: _____

Property/Retail Center Name _____

Suite# # _____

Business Local Phone: _____

Correspondence Mailing _____

Address: _____

Local Contact Person & Tel#: _____

Local Contact Email _____

Business Hours: _____

Mail Rent Coupons YES _____ NO _____

After Hours Emergency Contact

First Contact Name: _____ Second Contact Name: _____

Title: _____ Title: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Corporate Information

Corporate Phone: _____

Corporate Contact Person: _____

Corp Mailing Address: _____

Accts. Payable Contact & Phone: _____ Phone: _____