



DATE: \_\_\_\_\_

**TENANT CONTACT SHEET**

For us to contact you with important information or in an emergency, please fill out this form and return it via email to: [mricardo@danlyproperties.com](mailto:mricardo@danlyproperties.com).

**Local Business Information**

Business Name: \_\_\_\_\_

Property/Retail Center Name: \_\_\_\_\_ Suite #: \_\_\_\_\_

Business Local Phone: \_\_\_\_\_

Correspondence Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Local Contact Person & Telephone #: \_\_\_\_\_

Local Contact Email: \_\_\_\_\_

\*Contact for EMERGENCY Notification System: \_\_\_\_\_

\*Cell phone for EMERGENCY Notification System: \_\_\_\_\_

\*Email for EMERGENCY Notification System: \_\_\_\_\_

Business Hours: \_\_\_\_\_

Mail Rent Coupons: YES \_\_\_\_\_ NO \_\_\_\_\_

**After Hours Contact**

First Contact Name: \_\_\_\_\_ Second Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

After Hours Phone: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_

**Corporate Information**

Corporate Contact Person: \_\_\_\_\_ Corporate Phone: \_\_\_\_\_

Corp. Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Accts. Payable Contact: \_\_\_\_\_ Accts. Payable Phone: \_\_\_\_\_

Accts. Payable Email: \_\_\_\_\_