



# NEW TENANT INFORMATION FORM

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day-to-day operations of the property or in the event of an emergency. Once you have filled out this information sheet, please email to [300SRP@300river.com](mailto:300SRP@300river.com)

GENERAL INFORMATION	
Name of Firm:	
Suite/Floor:	
Phone:	
Email:	
URL:	
Business Hours:	
<b>PLEASE ATTACH THE FOLLOWING ITEMS:</b>	
<b>LIST OF EMPLOYEES AT THIS BUILDING</b>	<b>COPY OF W9</b>
<b>COMPANY HOLIDAY SCHEDULE</b>	<b>CERTIFICATE OF INSURANCE</b>

EMERGENCY CONTACT INFORMATION				
<i>Please list below persons to be contacted in case of an emergency or to authorize admittance to the suite listed above.</i>				
Name	Title	Day Phone	Mobile Phone	Email

DAY-TO-DAY OPERATIONS				
<i>Please list below persons to be contacted for day-to-day business operations.</i>				
Name	Title	Day Phone	Mobile Phone	Email

WORK ORDER, SERVICE & PROPERTY REMOVAL REQUESTS				
<i>Persons authorized to request and sign for work, service the removal of material or equipment from the building.</i>				
Name	Title	Day Phone	Mobile Phone	Email

EXECUTIVE OFFICE CONTACT				
<i>Please list below persons authorized to make executive decisions.</i>				
Name	Title	Day Phone	Mobile Phone	Email



# NEW TENANT INFORMATION FORM

## IT CONTACT INFORMATION

Please list below person to be contacted regarding IT requests:

Name:	Title:
Address:	City, State, Zip:
Phone:	Email:

## BILLING INFORMATION

Please list below person to be contacted regarding payment of rent and where rent statement should be mailed:

Name:	Title:
Address:	City, State, Zip:
Phone:	Email:

## LEGAL REPRESENTATION CONTACT INFORMATION

Please list below law firm and contact person that should be contacted for legal notices:

Name:	Title:
Address:	City, State, Zip:
Phone:	Email:

## OCCUPANTS

In order to plan for tenant appreciation events and emergency planning, please provide occupant information.

Total # of Occupants		
If you occupy more than one floor please specify occupants per floor.		
Floor or Suite #	# Daytime Occupants	# Evening Occupants

**Please complete and email to [300SRP@300river.com](mailto:300SRP@300river.com) or drop of in the Management Office located on the 19th Floor in Suite 1980-S.**

Please remember to keep this sheet up-to-date at all times. This information is consistently used by the Management Office and is necessary to keep tenants properly informed. As a tenant, it is your responsibility to provide Management with any updates. Remember to update your security listings as well.

Form Completed By:		Date:	
--------------------	--	-------	--