

# TENANT INFORMATION & EMERGENCY CONTACT LIST

All information will be kept confidential. Please return form to Management by E-mail.

[Manager@Naschproperties.com](mailto:Manager@Naschproperties.com)

Property Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_  
 \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Onsite Phone: \_\_\_\_\_

Onsite E-mail: \_\_\_\_\_

Accounting Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Accounting E-mail: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Key Pad Code: \_\_\_\_\_ Special Instructions: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

After Hours Schedule: \_\_\_\_\_

Holiday Schedule: \_\_\_\_\_

## AFTER HOURS EMERGENCY CONTACTS

NAME	TITLE	CONTACT NUMBER