

## TENANT CONTACT FORM

Company Name: \_\_\_\_\_ Suite No: \_\_\_\_\_

Contacts:

General Partner or CEO: \_\_\_\_\_

Office Manager: \_\_\_\_\_

Leasing Contact: \_\_\_\_\_

Primary Office Contacts:

Please list below in order of priority the names and email addresses, telephone numbers of persons we may contact, **during business hours.**

	Name	Email	Office #
1	Office Manager	_____	_____
2	Accounting (Rent)	_____	_____
3	Alternate Contact	_____	_____

Emergency Contacts:

Please list below in order of priority the names and home (and/or pager) telephone numbers of persons we may contact, at our sole discretion, **after-hours in case of emergency.**

	Name	Home #	Cell #	Fax #
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

Population:

Please list the number of employees you currently have in your office: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete form and return to Lincoln Property Company  
150 Paularino Ave., Suite D182, Costa Mesa, CA 92626  
**Email to: safrancis@lpc.com**  
Tel. 949.333.2111