

**SE FILLMORE PLACE
TENANT INFORMATION/COORDINATOR**

Please complete the information requested below and return it to us ASAP. This information will update our records and help us to keep you informed in the event of an emergency. Your help is appreciated.

Business:

Address: _____ Suite #: _____

Day to Day Contact: _____

Phone: _____ Fax: _____ Email: _____

Accounting Contact: _____

Phone: _____ Fax: _____ Email: _____

After Hours Emergency Contact

1st Call: _____ Phone: _____ Cell: _____

2nd Call: _____ Phone: _____ Cell: _____

Address for correspondence, statements (if different from above)

Name: _____ Phone: _____

Address: _____ Fax: _____

Can maintenance or building information be communicated via e-mail? Yes [] No []

Name: _____ E-Mail Address: _____

The following persons are authorized to request billable maintenance items:

Does your suite have a security system? Yes [] No []

Vendor Name: _____ Phone: _____ Access Code: _____

Designated Floor/Area Warden (For Future Emergency Use): _____

Floor Leader: _____ Searcher: _____

PLEASE RETURN THIS FORM TO:

Realty Management Group, LLC
3033 East 1st Avenue, Suite 210
Denver, CO 80206-5698
(303) 388-3506 (office)
(303) 388-3508 (fax)