

**SE BCC BUILDING  
TENANT INFORMATION/COORDINATOR**

Please complete the information requested below and return it to us no later than \_\_\_\_\_. 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: \_\_\_\_\_ Runner: \_\_\_\_\_

PLEASE RETURN THIS FORM TO:

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