



THE LENKIN COMPANY MANAGEMENT

CONTACT LIST

COMPANY NAME _____

FEDERAL TAX ID# _____

ADDRESS _____

BUSINESS PHONE# _____

BUSINESS FAX # _____

To ensure that our tenant files are accurate/up-to-date, please indicate in the space provided below the name and telephone/text message numbers/email of the employees you wish to be contacted in the event of an emergency.

Name	Telephone No.	Alert Email	Alert Text Message No.
------	---------------	-------------	------------------------

1) _____

2) _____

3) _____

We also ask that one person from your firm be designated as contact to the Management Office. In order to avoid any confusion or duplication of effort, requests, complaints or emergency communication should be channeled through the person listed below:

Name (Primary) _____

Title: _____

Office Phone #/Cell phone # _____

Office Facsimile # _____

E-Mail Address _____

Name (Alternate) _____

Title: _____

Office Phone # _____

Office Facsimile # _____

E-Mail Address _____

Accounting/ Lease Related _____

Title: _____

Office Phone # _____

E-Mail Address: _____