

RIDGE POINTE

commercial real estate

PROPERTY _____

PROPERTY CODE _____

Tenant Name on Lease: _____

Suite Number/Unit ID: _____

Tenant Contact Information

Date Completed : _____

Contact for Property Management: Building Issues, Maintenance, etc.

Company/DBA Name:	
Contact Name:	
Address:	
City, State Zip:	
Phone:	
Email:	

Contact for Billing: Rent Statements, Utilities Invoices, AP & Lease Administration

Contact Name:	
Address:	
City, State Zip:	
Phone:	
Email:	

Contacts for Emergencies:

Main Contact Name:	
Home/Cell Number:	
Email:	
After Hours Contact:	
Home/Cell number:	
Email:	

To provide additional contacts, please complete an additional sheet or add to notes below.

Notes: _____
