



## TENANT CONTACT INFORMATION FORM

**Purpose:** To provide the Building Management Office with the most current tenant contact information and list of Authorized Tenant Contacts. This includes authorized individuals for various purposes, employee count for tenant events, holidays & hours for floor access, etc. *Tenants are to submit an updated form as changes occur.*

Return completed form via e-mail to: [aliiplace@avisonyoung.com](mailto:aliiplace@avisonyoung.com)

Tenant Name: _____	Suite Number(s): _____
Type of Company: _____	Main Phone: _____
Email(s) for building notices: _____	Secondary Phone: _____
Business Hours: _____	Total Number of Employees: _____

### MAIN POINT OF CONTACT(S)

PRIMARY	SECONDARY
Name: _____	Name: _____
Title: _____	Title: _____
Phone #: _____	Phone #: _____
Emergency #: _____	Emergency #: _____
Email: _____	Email: _____

### ACCOUNTING/BILLING CONTACT(S):

PRIMARY	SECONDARY
Name: _____	Name: _____
Title: _____	Title: _____
Phone #: _____	Phone #: _____
E-mail: _____	E-mail: _____
Address (for statements): _____	Additional information or notes: _____

### ADDITIONAL CONTACTS AUTHORIZED TO ACT ON BEHALF OF THE TENANT AS SPECIFIED BELOW:

NAME	PHONE	E-MAIL	Vendor Scheduling & Suite Access	Billable Requests	Tenant Portal Access	Building Memos

\*\*Billable Requests refers to any billable Service Requests such as Key/Fob or After-Hours A/C requests.

**AFTER HOURS CONTACT(S):**

PRIMARY CONTACT	SECONDARY CONTACT
Name:	Name:
Title:	Title:
Phone #:	Phone #:
Emergency #:	Emergency #:
Alarm System / Security Company:	If you would like to add Security to your call list, please be sure your alarm/security company has the appropriate information.  Please inform your alarm/security company when the building has an evacuation or scheduled drill.
Permit #:	
Phone #:	

**HOLIDAYS OBSERVED AND OFFICE CLOSED***Highlighted days indicate when the building is closed.**Full floor tenants: Unless otherwise noted, floors will be secured on days noted as closed.*

HOLIDAY	MARK IF CLOSED	DATE OBSERVED	HOLIDAY	MARK IF CLOSED	DATE OBSERVED
New Year's Day			Labor Day		
Martin Luther King, Jr. Day			Discoverer's Day		
President's Day			Election Day		
Prince Kuhio Day			Veteran's Day		
Good Friday			Thanksgiving Day		
Memorial Day			Day After Thanksgiving Day		
King Kamehameha Day			Pearl Harbor Memorial Day		
Independence Day			Christmas Eve		
Statehood/Admission's Day			Christmas Day		

**FLOORS SECURED (FOR FULL FLOOR TENANTS ONLY)**

DAY	FLOOR NUMBER(S)	SECURED TIMES
Monday	From:	To:
Tuesday	From:	To:
Wednesday	From:	To:
Thursday	From:	To:
Friday	From:	To:
Saturday	From:	To:
Sunday	From:	To:

**AUTHORIZED BY:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

- ✓ Email Distribution List
- ✓ Property Book:
  - Contact Listing
  - Holidays
  - Accounting Address
  - Time Zone (Floor Sched)
- ✓ FOB System
- ✓ Tenant's folder

**UPDATED BY:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_