

Tenant Contact Information Form			
Company Information			
Company Name			
Doing Business as Name			
Mailing Street Address			
City, Province, Postal Code			
Company Phone Number			
Company Contacts for Landlord			
<b>*Please note: The Main Contact(s) will receive all building notices*</b> <b>It is mandatory to have at least one main office contact</b>			
<b>Main Office Contact #1 Name:</b>			
Position/Title			
Phone Number			
Email Address			
<b>Main Office Contact #2 Name:</b>			
Position/Title			
Phone Number			
Email Address			
<b>Accounts Payable Contact:</b>			
Position/Title			
Telephone Number			
Email Address			
<b>Insurance Contact Name:</b>			
Position/Title			
Phone Number			
Email Address			
<b>Authorized Signatory:</b>			
Position/Title			
Phone Number			
Email Address			
<b>Emergency Contact #1 Name:</b>			
Afterhours Phone Number			
Email Address			
<b>Emergency Contact #2 Name:</b>			
Afterhours Phone Number			
Email Address			
<b>Emergency Contact #3 Name:</b>			
Afterhours Phone Number			
Email Address			
Acknowledgement			
Completed by:		Date completed:	

\*\* Please email completed form to [service@quadrealconnect.com](mailto:service@quadrealconnect.com) \*\*