



Tenant Contact Sheet

Please complete the following form. Also, for emergency purposes, please also furnish an employee list including names/titles/and office locations. List separately any physically challenged employees(who may require assistance during an evacuation) and identify the impairment. This data is confidential and only a few key people will have access to it. Thank you.

Company _____ Address: _____ _____ _____ ON SITE _____ Main Phone: _____ Main Fax: _____	Business Hours _____ # of Employees _____ [ONSITE ONLY] Web Address _____
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MAIN CONTACT: _____ Title: _____ <small>[Contact Person regarding lease, service, notices & tenant satisfaction]</small> SECONDARY CONTACT _____ Title: _____	Direct Line: _____ Direct Fax: _____ Emergency #: _____ Email: _____ Direct Line: _____ Direct Fax: _____ Emergency #: _____ Email: _____
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ACCOUNTS PAYABLE	
MAIN CONTACT: _____ Title: _____ <small>[Contact Person for Rent, Work Orders, Utilities, Etc.]</small> Billing Address: _____ _____ _____ SECONDARY CONTACT _____ Title: _____ Billing Address: _____ _____ _____	Direct Line: _____ Direct Fax: _____ Email: _____ Direct Line: _____ Direct Fax: _____ Email: _____

FORM COMPLETED BY: _____ **DATE:** _____

COMPLETE AND RETURN TO: GRUBB & ELLIS MANAGEMENT SERVICES, INC., 38701 SEVEN MILE ROAD, STE.190, LIVONIA, MI 48152

or FAX TO 734.462.2050