

# Tenant Information Update Form

Please keep the First Stamford Place management office updated on any changes that may occur to this information sheet throughout the year.

Please type or print the following information and return it to [rhenson@harborg.com](mailto:rhenson@harborg.com).

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

Tenant Company Name: \_\_\_\_\_

Main Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

President/CEO, Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Office Manager, Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Daily Contact, Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Accounts Payable, Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

CFO, Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

After Hours Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

After Hours Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

# of Employees: \_\_\_\_\_

Is Your Space Alarmed? Yes \_\_\_ No \_\_\_ If so, code #: \_\_\_\_\_

Card Access? Yes \_\_\_ No \_\_\_

Do you have any handicapped employees? If so, please list and explain (this information is for emergencies only):

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Send Bills to:

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