**Huntington Center**

**Tenant Contact Form**

Please fill in the following information so we may better assist you.

\*\*\* Please update as changes occur. \*\*\*

|  |  |
| --- | --- |
| **Company Name:** |  |
| Main Phone #: |  |
|  |  |
| **Cardkey Contact:** |  |
| Business Phone #: |  |
| Email Address: |  |
|  |  |
| **Point of Contact:** |  |
| Business Phone # |  |
| Home Phone #: |  |
| Email Address: |  |
|  |  |
| **Leasing Contact:** |  |
| Business Phone #: |  |
| Home Phone #: |  |
| Email Address: |  |
|  |  |
| **Emergency Contacts:** |  |
| **Primary Contact:** |  |
| Home Phone #: |  |
| Cellular Phone #: |  |
|  |  |
| **Secondary Contact:** |  |
| Home Phone #: |  |
| Cellular Phone #: |  |
|  |  |
| **Emergency Fire Warden Contact:** |  |
| Business Phone #: |  |
| Email Address: |  |
|  |  |
| **Insurance Certificate Contact:** |  |
| Business Phone #: |  |
| Email Address: |  |
|  |  |
| **Evacuated Assisted Personnel:**  *(use back of sheet if needed)* | **Level/POD Location:**  (ex. 3-Southeast) |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| **Number of Employees:** |  |