

Tenant Contact Information Form

Company Name:	Suite Number:
Main Phone Number:	Number of Employees on-site:

By listing the contacts below, you give permission for Canyon Park Management team to contact you based off of roles assigned. One person can be assigned multiple roles. We will not reach out or send information unless it's necessary to Executives, Emergency Contacts or Fire Wardens. Daily Contacts listed will be notified more often with the understanding they are the main contacts and to share information with the right person as needed.

On-site Daily Contact

On-site daily contact for misc. management issues and events. Please include a secondary contact in case primary contact is absent. Daily contacts will have access to submit work requests for the office.

Daily Contact Name 1:	Title:	Email (required):
Phone Number:		
Daily Contact Name 2:	Title:	Email (required):
Phone Number:		

Accounting Contact/Statement Delivery

Accounting Contact Name 1:	Title:	Email (required):
Phone Number:		
Accounting Contact Name 2:	Title:	Email (required):
Phone Number:		

Continued- Tenant Contact Information Form

Emergency Contact

Reasons that the emergency contact would be called: Employee locked out of suite, after-hours emergency inside or outside of tenant space requiring tenant notification.

Contact Name 1:	Title:	Email (required):
Mobile Phone:	Direct Line:	Home Phone:
Contact Name 2:	Title:	Email (required):
Mobile Phone:	Direct Line:	Home Phone:

Suite Fire Warden

On-site contact designated to oversee suite evacuation procedures in the event of an emergency. Will attend the annual Fire Warden Training. Please designate one primary Fire Warden and one alternate, who would manage these responsibilities in the absence of the primary warden.

Fire Warden Contact Name 1:	Title	Mobile Phone:
Direct Phone Number:	Email (required):	
Fire Warden Contact Name 2:	Title	Mobile Phone:
Direct Phone Number:	Email (required):	

Please submit contact form to canyonpark@mullerco.com