



## Tenant Information Update

In order for us to better assist you, please help us update our records

Tenant Name \_\_\_\_\_ Suite # \_\_\_\_\_

Complete Address \_\_\_\_\_

Local Manager \_\_\_\_\_ Number of Employees \_\_\_\_\_

Business phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Person in charge of office matters \_\_\_\_\_ Phone \_\_\_\_\_

### LEGAL/REAL ESTATE

Person in charge of leasing matters \_\_\_\_\_

If person is off premise, please list address, phone and fax numbers:

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email address \_\_\_\_\_

### ACCOUNTING

Person in charge of Lease payments \_\_\_\_\_

If person is off premise, please list address, phone and fax numbers:

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email address \_\_\_\_\_

### EMERGENCY INFORMATION

List telephone numbers where persons can be reached **after hours**:

Main (local) emergency contact person \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Office Phone \_\_\_\_\_

Alternate contact \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Office Phone \_\_\_\_\_

Alternate contact \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Office Phone \_\_\_\_\_

**GENERAL DESCRIPTION OF BUSINESS AND HOURS OF OPERATION:**

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**GENERAL CATEGORY OF MATERIALS STORED ON PREMISES (i.e. plastics, rolled paper, toxic chemicals):** \_\_\_\_\_

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**UPON COMPLETING THIS FORM, PLEASE EMAIL TO:**  
[Hrumbold@SeagateDevelopmentGroup.com](mailto:Hrumbold@SeagateDevelopmentGroup.com)

You will receive an email with an AppFolio link within 24-48 business hours from receipt.  
If you do not receive an email with link after 72 business hours, please contact  
[hrumbold@SeagateDevelopmentGroup.com](mailto:hrumbold@SeagateDevelopmentGroup.com).