

**TENANT INFORMATIONAL AND EMERGENCY CONTACT FORM**

<b>TENANT:</b>		
<b>CAMBRIDGE CENTER MAILING ADDRESS:</b>		
<b>MAIN PHONE #:</b>	<b>FAX #:</b>	<b>BLDG/FLOOR(S):</b>
<b>TYPE OF BUSINESS:</b>		
<b>WEB SITE:</b>		

**EMERGENCY CONTACTS** (Primary and Two (2) Backup)

Name and eMail Address	Floor	Office #	Cell #	Home #	Other #

**INFORMATIONAL CONTACTS** (Notification of Building Operation Updates and Events)

Name and eMail Address	Floor	Office #	Cell #	Home #	Other #

**HVAC EMERGENCY CONTACTS** (Notification of Alarm, During and After Business Hours)

Name and eMail Address	Floor	Office #	Cell #	Home #	Other #

<b><u>Special Instructions</u></b>
------------------------------------

*\* Please note that in the event that we call to notify of an emergency, contacts will be called in the order listed.*