

Please forward changes to Canderel at any time or review monthly. Please see full contact details listed below.

TENANT CONTACT LIST

TENANT NAME:		BUILDING ADDRESS:	
ACCOUNTING ADDRESS:			
OFFICE TELEPHONE NUMBER:		FAX NUMBER:	DATE:

SEND WORD NOW EMERGENCY CONTACT: This service will enable Canderel to communicate critical information to our stakeholders during a large scale emergency, such as a weather-related shutdown, systems outage, or a larger incident, such as tornado or a wide spread power outage.

NAME & TITLE	DIRECT LINE	HOME NUMBER	EMAIL ADDRESS	ALTERNATE EMAIL ADDRESS

TYPE	CONTACT NAME	TITLE	OFFICE NUMBER	EMAIL ADDRESS	ALTERNATE EMAIL ADDRESS
1,2,4	(example) Julie Smith	Admin Assistant	613-594-0238	jsmith@canderel.com	

- | TYPE | CONTACT TYPES |
|----------|--|
| 1 | KEY CUSTOMER: This person is the main contact for the office (usually an office manager). The person will be informed of tenant events and building issues and would be responsible for the access cards for the office. This includes issuing, tracking and liaising with our office to authorize the addition or removal of employees on the access card list. This person would also be the contact for cleaning or maintenance issues within your office. |
| 2 | ACCESS CARD: (Use only if this person is different from the Key Customer.) This person would be responsible for the access cards for the office. This includes issuing, tracking and liaising with our office to authorize the addition or removal of employees on the access card list. |
| 3 | VIP: The head of your office or organization. |
| 4 | OPERATIONS ANNOUNCEMENTS: (Use only if this person is different from Key Customer.) This person will be on the email distribution list to receive all planned building related announcements (power shut downs, fire alarm testing, fire drills, tenant events etc.) |
| 5 | ACCOUNTS PAYABLE: The person who handles payment of tenant work order invoices and any other misc. invoices. |
| 6 | LEASE ADMINISTRATION: The person who handles rental payments and year-end adjustments. |
| 7 | INSURANCE CERTIFICATES: The person who handles coordinating insurance certificates. |
| 8 | PARKING: The person who handles any lease parking for your office. |
| 9 | AFTER HOURS CONTACT: This person is the contact for any after-hour office emergencies (forgotten access card, insecure door, water leak). Provide 2 contacts - will be called in order of listing. |

	NOTES:	You are responsible for ensuring you have obtained appropriate consents to disclose the emergency contact information to Canderel in case we need to contact them in the event of an emergency.
Signature:		