

**HAYWARD POINT EDEN
CONTACT INFORMATION FORM**

Please fill out this form and return via email to vchu@healthpeak.com.
We recommend that you fill out this form on your computer and save it for your records and future updates.
Please call or email if you need a blank copy of the form emailed to you. Thank you.

Tenant Name		Date		# of Onsite Employees	
Address		Suite #			
City, State, Zip		Type of Business			
Main Phone		Main Fax			

PRIMARY CONTACTS - Please provide the names, email addresses, and **daytime** telephone numbers of the following individuals:

Primary Daily Contact		Title	
Email		Telephone	
Secondary Daily Contact		Title	
Email		Telephone	
Executive Contact (Decision maker for leasing issues, etc.)		Title	
Email		Telephone	
Accounting/Billing Contact		Title	
Email		Telephone	
Emergency Coordinator		Office Phone	
Email		Cell Phone	

EMERGENCY CONTACTS - Please list the **after-hours** emergency contacts in the order you would like us to contact. Please include the after-hours contact information for your company's decision maker as one of the contacts. All information is kept strictly confidential.

Emergency Contact #1		Decision Maker? (Y or N)
Home Phone		Cell Phone
After Hours Email Address		Other Phone
Emergency Contact #2		Decision Maker? (Y or N)
Home Phone		Cell Phone
After Hours Email Address		Other Phone
Emergency Contact #3		Decision Maker? (Y or N)
Home Phone		Cell Phone
After Hours Email Address		Other Phone

ALARM NOTIFICATION

Is your suite alarmed?	Yes	No	Alarm Contact
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SERVICE REQUEST CONTACTS – Please list and include the signature of individuals who are *authorized to request services* from CBRE. The service requestors listed below shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services). We will only accept work orders from the contacts listed below.

Requestor #1		Telephone	
Title		Email	
Requestor #2		Telephone	
Title		Email	
Requestor #3		Telephone	
Title		Signature	

TENANT NOTIFICATION EMAIL CONTACTS – Since the Management Office disseminates building information and updates via tenant notification e-mails, it is necessary to list at least one e-mail contact. This person will be responsible for forwarding the information to all employees in your office. We recommend you list at least one secondary contact in case the primary contact is out of the office.

Contact #1		Telephone	
Title		Email	
Contact #2		Telephone	
Title		Email	
Contact #3		Telephone	
Title		Email	

ACCOUNTING CONTACTS – Please provide contact information for who should receive monthly Rent statements.

Contact #1		Telephone	
Title		Email	
Contact #2		Telephone	
Title		Email	

FORM COMPLETED BY:

Name		Title		Date	
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PLEASE PROVIDE THE MANAGEMENT OFFICE WITH AN UPDATED FORM FOR ANY CONTACT CHANGES.

MANAGEMENT OFFICE ONLY:

Tenant Contact List & ETS updated on:		By:	
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