

TENANT CONTACT FORM

Please fax us your information as soon as possible! FAX (310)393-7245

Encino Courtyard LLC, 201 Wilshire Boulevard, Suite A28, Santa Monica, CA 90401 Tel # 310-451-5569

For office use only: Received _____ Yardi _____ Contact List _____

DAILY CONTACT

Tenant Name:

Site Address:

Contact Person:

Phone:

Fax:

E-mail Address

Normal Office Hours:

EMERGENCY CONTACT (In case of an after hours emergency)

Contact Person:

Cellular Phone:

Home Phone:

Contact Person:

Cellular Phone:

Home Phone:

Contact Person:

Cellular Phone:

Home Phone:

NOTICE CONTACT

Contact Person:

Address:

City/State/Zip:

Phone:

Fax:

BILLING CONTACT

Contact Person:

Address:

City/State/Zip:

Phone: