

35 E WACKER DRIVE.

Tenant Contact Information

Please complete and return to Maurice Auriemma at Newmark via email at maurice.auriemma@newmark.com

General Information

Tenant Name:

Add

Phone:

Fax:

Company Web Site:

Approx. # of Employees:

On-Site Contact

*Who handles the day-to-day issues with building management? Who will be responsible for placing service requests?
Please designate one person in your office and a back-up.*

Primary Contact:

Phone:

Mobile:

E-Mail Address:

Back-Up Contact:

Phone:

Mobile:

E-Mail Address:

Rent Payment Contact

Where do we send rent statements and who do we contact about payments?

Name:

Address:

Phone:

Mobile:

E-Mail Address:

Insurance Contact

Who do we contact about maintaining a current Certificate of Insurance?

Name:

Address:

Phone:

FAX:

E-Mail Address:

Leasing Contact

Who do we contact about renewing your lease, expansion, etc.?

Name:

Address:

Phone:

FAX:

E-Mail Address:

Emergency Contact

Who do we contact for after-hours building emergencies? Please designate one primary contact and a back-up.

Primary:

Phone:

Other #:

Back-Up:

Phone:

Other #: