



## Tenant Contacts

Tenant \_\_\_\_\_

Suite #: \_\_\_\_\_

In an effort to maintain the current contact information for your office, property management is updating the contacts for property notifications dissemination. This will allow management to effectively communicate specific information to the appropriate individuals involved. Please complete the contact for each category listed. Please complete immediately and return to: [info@191PeachtreeTower.com](mailto:info@191PeachtreeTower.com)

**Top Executive/Decision Maker:** \_\_\_\_\_

Office/Cell Phone Number: (o) \_\_\_\_\_ (c) \_\_\_\_\_  
*(For text alert only)*

Email: (e) \_\_\_\_\_

**Office Manager:** \_\_\_\_\_

Office/Cell Phone Number: (o) \_\_\_\_\_ (c) \_\_\_\_\_  
*(For text alert only)*

Email: (e) \_\_\_\_\_

**Day-To-Day Contact/ Front Desk:** \_\_\_\_\_

Office/Cell Phone Number: (o) \_\_\_\_\_ (c) \_\_\_\_\_  
*(For text alert only)*

Email: (e) \_\_\_\_\_

**After Hours/Emergency Contact:** \_\_\_\_\_  
*(if more than one, please add on a separate page)*

Office/Cell Phone Number: (o) \_\_\_\_\_ (c) \_\_\_\_\_  
*(For text alert only)*

Email: (e) \_\_\_\_\_

**IT Contact:** \_\_\_\_\_

Office/Cell Phone Number: (o) \_\_\_\_\_ (c) \_\_\_\_\_  
*(For text alert only)*

Email: (e) \_\_\_\_\_

**ONE NINETY ONE PEACHTREE TOWER**