

## LESSOR CONTACT FORM

Please complete and return this form to Real Estate Services at your earliest convenience.

Leased Property Information	
Lease Number	
Address of Property (Street, Unit, City, State, Zip)	
Lessor /Owner Contact Information	
Company	
Contact Name	
Office Phone Number	
Mobile Phone Number	
Email Address	
Mailing Address	
Property Management Information	
Company	
Contact Name	
Office Phone Number	
Mobile Phone Number	
Email Address	
Mailing Address	
Broker Contact Information	
Company	
Contact Name	
Office Phone Number	
Mobile Phone Number	
Email Address	
Mailing Address	
Property Maintenance and Emergency Services Contact Information <small>[Include Company Name, Contact Name, Contact Number]</small>	
HVAC	
Electrical	
Plumbing	
Windows	

Floor Coverings	
Roof	
Building Structure Maintenance (walls, foundation, doors, hardware, etc.)	

<b>After Hours Emergency Contact Person(s)</b> [Include Contact Name, Company, Title, Phone Number 1, Phone Number 2]
Contact 1:
Contact 2: