



Eastside Centre Tenant Emergency Information

740 E. Campbell Rd., Richardson, TX

Business and/or Corporate Information		
Tenant Name:		Suite#:
Office Telephone #:	Fax #:	Emergency #:
Primary Contact :	Phone Number:	Email:
Secondary Contact :	Phone Number:	Email:
Accounting/Billing Address for Monthly Rental Statements		
Address (street, city & zip):		Phone Number:
Contact Name:		Email:
Corporate Office		
Trade or Full Name of Business:		
Address (street, city & zip)::		Phone Number:
Contact Name:		Email:
Emergency Contacts (After-Hours, Weekends, Holiday)		
Name/Title :	Phone Number:	Email:
Name/Title :	Phone Number:	Email:
Name/Title :	Phone Number:	Email:
Name/Title :	Phone Number:	Email:
Alarm Company (if applicable)		
Alarm Company Name:		Phone Number:
Address (street, city & zip):		Alarm Code:
Tenant Event Information		
Number of Employees:	How many require low sugar?	
Special Notes		

Date Completed