



# Tenant Information Request Form (2024)

*This information will be kept on file at the Banyan Street Capital Management Office and used for informational purposes only. Thank you.*

**Date:**

**Completed By:**

**Full Tenant Name:**

**Business Address:**

**Daily Contact:**

Name:

Office Phone #:

Email Address:

Cell Phone #:

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**Executive Contact:**

Name:

Office Phone #:

Email Address:

Cell Phone #:

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**Accounting Contact:**

Name:

Office Phone #:

Email Address:

Cell Phone #:

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**Leasing Contact:**

Name:

Office Phone #:

Email Address:

Cell Phone #:

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**Emergency Contact #1:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

**Emergency Contact #2:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

**Emergency Contact #3:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

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**Type of Business:**

**Estimated # of Full Time Employees:**

**Estimated # of Rotating Employees:**

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**Fire Warden #1 Name:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

**Fire Warden #2 Name:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

**Fire Warden #3 Name:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

**Fire Warden #4 Name:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

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**Stairwell Monitor #1:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

**Stairwell Monitor #2:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

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**Elevator Monitor:**

Name:

Cell Phone:

Email Address:

Alt Phone #:

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**Distribution List Recipients:**

Name #1:

Email Address:

Name #2:

Email Address:

Name #3:

Email Address:

Name #4:

Email Address:

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**Please let us know all those individuals who are physically impaired and cannot muster the stairwells. Please list the person's name (s) and if the condition is permanent.**

Name #1

Is this condition permanent?      Yes      or      No

Name #2

Is this condition permanent?      Yes      or      No

Name #3

Is this condition permanent?      Yes      or      No

Name #4

Is this condition permanent?      Yes      or      No

Name #4

Is this condition permanent?      Yes      or      No

**Upon completion of this form, please e-mail to [edelaney@banyanstreet.com](mailto:edelaney@banyanstreet.com) with a list of employees.**