Designer Guild Building

TENANT CONTACT INFORMATION

Please complete and return to Kari Raasch at Newmark Knight Frank, [lisa.sherman@ngkf.com](mailto:lisa.sherman@ngkf.com). Please feel free to contact us with questions at 612-770-5845.

**GENERAL INFORMATION**

Tenant Name:

Address: Suite #:

Phone: FAX:

Company Web Site, if applicable: 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:

Phone: FAX:

E-Mail Address:

Back-Up:

Phone: FAX:

E-Mail Address:

**RENT PAYMENT CONTACT** (Where do we send rent statements and who do we contact about payments?)

Name:

Address:

Phone: FAX:

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 afterhours building emergencies? Please designate one primary contact and a back-up.)

Primary:

Phone: Other #:

Back-Up:

Phone: Other #:

Employee Access Card #

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