

# TENANT CONTACT FORM



EMAIL FORM TO: [160frontsecurity@cadillacfairview.com](mailto:160frontsecurity@cadillacfairview.com)

BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ SUITE/PO BOX \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

CORPORATE WEBSITE \_\_\_\_\_

**DAILY OFFICE CONTACT** (i.e. Facility Manager, Office Manager, V.P. Administration, etc.)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**SENIOR EXECUTIVE CONTACT** (President, CEO, Managing Director, etc.)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**SECURITY/LIFE SAFETY CONTACTS** (Passcard Authorization Forms, etc.)

AUTHORIZED SIGNATORIES – NAME	TELEPHONE	POSITION TITLE
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____

**AFTER-HOURS EMERGENCY CONTACTS.**

NAME	RESIDENTIAL TELEPHONE
1 _____	_____
2 _____	_____

# TENANT CONTACT FORM (CONT'D)



EMAIL FORM TO: [160frontsecurity@cadillacfairview.com](mailto:160frontsecurity@cadillacfairview.com)

## MASS NOTIFICATION SYSTEM CONTACTS (Send Word Now & Emergency Purposes only)

**1** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**2** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**3** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**4** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

## EVACUATION WARDENS

**1** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**2** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**3** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**4** NAME \_\_\_\_\_  
 WORK TELEPHONE \_\_\_\_\_  
 HOME TELEPHONE \_\_\_\_\_  
 CELL \_\_\_\_\_  
 EMAIL \_\_\_\_\_

COMPLETED BY:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

UPDATE AUDIT: To ensure the validity of the information provided – this form must be updated on a quarterly basis. If there are no changes, please date and sign below.

NO CHANGES. REVIEW DATE: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_

Your privacy is very important to us. Personal information collected from you will only be used in emergency incidents or where verification is required for situations including premises access, and will remain confidential to The Cadillac Fairview Corporation Limited and its affiliates ("Cadillac Fairview"). It will however be disclosed to any entity that acquires Cadillac Fairview provided such entity similarly agrees to protect your privacy. If you wish to have a copy of Cadillac Fairview's privacy policy, or have a privacy question or concern, you may contact Cadillac Fairview's Chief Privacy Officer in writing at the following address: The Cadillac Fairview Corporation Limited, Suite 500, 20 Queen Street West, Toronto, Ontario M5H 3R4