

Shaded area for Richmond Property Group use only

RPG Building #:

Date Entered Spectra:

Contact Book Updated

SL#:

By:

DEAR TENANT – IN ORDER TO KEEP OUR INFORMATION CURRENT, PLEASE COMPLETE THIS FORM AND RETURN TO OUR OFFICE AS SOON AS POSSIBLE – PLEASE PRINT CLEARLY.

COMMERCIAL TENANT CONTACT INFORMATION

Lease Name and/or Business Operating Name

Unit #

Street Address

Principal Contact Name

Title

Mailing Address (for billing & notices, etc, if different from business address) Preferred method of communication: mail or email

Email address:

Yes, I provide my consent to receive correspondence via email

No, I do not wish to receive any correspondence via email

Business Phone #

Cell #

Fax #

EMERGENCY CONTACT INFORMATION

THE FOLLOWING IS A LIST OF AUTHORIZED INDIVIDUALS TO CONTACT AFTER THE ABOVE (IN PRIORITY ORDER) IN THE EVENT OF AN EMERGENCY WITHIN THE LEASED PREMISES:

1.

Name

Title or Relationship

Home Phone No.

Cell No.

2.

Name

Title or Relationship

Home Phone No.

Cell No.

3.

Name

Title or Relationship

Home Phone No.

Cell No.

Are the premises alarmed? No ___ Yes ___

Alarm company name and phone No.

Name of Insurance Co. or Agent

Privacy Policy & Disclaimer: It is the tenant's responsibility to inform Richmond Property Group Ltd. (RPG) immediately of any changes to this information. RPG collects this information in part to effectively manage property and adheres to and abides by the principles set out in the Personal Information Protection Act of B.C.

Authorized Signature:

Date:

Please complete this document and return it to:

Richmond Property Group

Fax: 250-388-9945

Mail: 201 – 1537 Hillside Ave., Victoria BC V8T 2C1

Email: admin@richmondproperty.ca