

# DOMINION TOWERS

## Tenant Information

### GENERAL INFORMATION

Business Name: \_\_\_\_\_  
Business Address \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Number of On-Site Employees: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_ Last Updated: \_\_\_\_\_

### AFTER-HOURS CONTACT #1:

### AFTER-HOURS CONTACT #2:

Name:	_____	Name:	_____
Title:	_____	Title:	_____
Business Phone:	_____	Business Phone:	_____
After Hours Phone (Home):	_____	After Hours Phone (Home):	_____
After Hours Phone (Cell):	_____	After Hours Phone (Cell):	_____
E-Mail:	_____	E-Mail:	_____

### PRIMARY CONTACT (Daily office contact for Work Orders, building notifications, etc.)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

### ACCOUNTING CONTACT (For rental payments and/or any additional service invoicing)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

### HOLIDAYS OBSERVED

_____ New Years Day	_____ Labor Day
_____ Martin Luther King Day	_____ Columbus Day
_____ President's Day	_____ Thanksgiving
_____ Good Friday	_____ Day After Thanksgiving
_____ Memorial Day	_____ Christmas Eve
_____ July 4th	_____ Christmas
Other _____	