



Blue Star Sports Medicine and Performance Facility

OFFICE PHONE / TENANT CONTACTS & AFTER HOURS EMERGENCY CONTACT NUMBERS

Please list below the names and cell phone numbers of the responsible individuals in your company who should be our "tenant contact(s)" during business hours and for those individuals who are to be contacted in case of an after-hours emergency. Please be sure to signify whether each contact will need a login to the Yardi Commercial Cafe, our tenant portal. The Yardi Commercial Cafe Tenant Portal is used to enter and track work orders for maintenance issues.

TENANT CONTACT INFORMATION

Tenant Name: _____ Suite Number(s): _____

Main Office Phone Number: _____ Backline Phone Number: _____

"After Hours" Office Phone Number (when main line is forwarded): _____

Primary Contact: _____ Phone: _____ Email: _____

Login Needed for Tenant Portal: YES NO

Authorizes charges to tenant: YES NO

Secondary Contact: _____ Phone: _____ Email: _____

Login Needed for Tenant Portal: YES NO

Authorizes charges to tenant: YES NO

Billing Contact: _____ Phone: _____ Email: _____

Login Needed for Tenant Portal: YES NO

Authorizes charges to tenant: YES NO

Additional Contact: _____ Phone: _____ Email: _____

Login Needed for HUDDLE: YES NO

Authorizes charges to tenant: YES NO

Please provide the # of occupants in your suite: _____

AFTER HOURS & EMERGENCY CONTACT INFORMATION

Management Office will call the following contacts in order until a contact has been notified.

1st Contact Name: _____ Email: _____ Cell: _____

2nd Contact Name: _____ Email: _____ Cell: _____

3rd Contact Name: _____ Email: _____ Cell: _____

Authorized Signature: _____ Title: _____