

Return completed form to Healthcare Realty:

HEALTHCARE REALTY

**EMAIL** brobson@healthcarerealty.com

**MAIL** 6140 Tutt Boulevard, Suite 120 Colorado  
Springs, Colorado 80923

# Tenant Information

## Contacts

### OFFICE

Tenant name: \_\_\_\_\_

Building address: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone: \_\_\_\_\_ Back line: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Tenant cell number: \_\_\_\_\_

### EXECUTIVE CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DAY-TO-DAY CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SURVEY CONTACT

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### CERTIFICATE OF INSURANCE (COI) CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Office information

### OFFICE HOURS

M \_\_\_\_\_-\_\_\_\_\_ T \_\_\_\_\_-\_\_\_\_\_ W \_\_\_\_\_-\_\_\_\_\_ TH \_\_\_\_\_-\_\_\_\_\_ F \_\_\_\_\_-\_\_\_\_\_

SAT \_\_\_\_\_-\_\_\_\_\_ SUN \_\_\_\_\_-\_\_\_\_\_ Lunch hours \_\_\_\_\_-\_\_\_\_\_

**EXTRA HOLIDAYS** (Dates office will be closed aside from New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)

### PERSONNEL

Tenant specialties: \_\_\_\_\_

Number of personnel Physicians: \_\_\_\_\_ Employees: \_\_\_\_\_ Patients/Clients: \_\_\_\_\_/day (approximate)

Is there a subtenant in your suite? Yes No If yes, list name of subtenant: \_\_\_\_\_



Billing

Billing address: \_\_\_\_\_

ACCOUNTS PAYABLE CONTACT

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

Directory listing & tenant signage

Provide how your business should be listed on the building directory and suite sign.

BUSINESS

Business name: \_\_\_\_\_ Suite # \_\_\_\_\_

PHYSICIANS

| Last name: | First name: | MI (optional) | Credentials | Suite # |
|------------|-------------|---------------|-------------|---------|
| _____      | _____       | _____         | _____       | _____   |
| _____      | _____       | _____         | _____       | _____   |
| _____      | _____       | _____         | _____       | _____   |
| _____      | _____       | _____         | _____       | _____   |

Access cards/keys

Tenant will be provided with the requested number of cards/keys, if reasonable. Additional cards/keys are available upon request for a fee.

Total number requested:    \_\_\_\_\_ Access cards    \_\_\_\_\_ Keys    \_\_\_\_\_ Mailbox keys

EMPLOYEES WITH ACCESS CARDS/KEYS

| Name: | Phone: | Card | Key | Mail |
|-------|--------|------|-----|------|
| _____ | _____  |      |     |      |
| _____ | _____  |      |     |      |
| _____ | _____  |      |     |      |
| _____ | _____  |      |     |      |

In case of emergency

EMERGENCY CONTACTS

| Name: | Cell phone: | Email |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

Is there an alarm in your suite?    Yes    No    If applicable, provide code: \_\_\_\_\_

Has someone been designated to check suite doors/lights at end of business day?    Yes    No



PERSONS AUTHORIZED TO ENTER SUITE

List all persons authorized to enter your suite should they require assistance from Healthcare Realty. Attach page for more names.

Tenant Center access

Healthcare Realty offers office management shortcuts on the Tenant Center. Save time with automated rent payments, online service requests and more.

| CONTACT            | ACCESS | CONTACT                  | ACCESS |
|--------------------|--------|--------------------------|--------|
| Executive Contact  |        | Accounts Payable Contact |        |
| Day-to-Day Contact |        | Emergency Contact #1     |        |
| Survey Contact     |        | Emergency Contact #2     |        |
| COI Contact        |        | Emergency Contact #3     |        |

OTHER PERSON(S) THAT REQUIRE ACCESS

Name:

Title:

Phone:

Alt. phone:

Email:

Name:

Title:

Phone:

Alt. phone:

Email:

Name:

Title:

Phone:

Alt. phone:

Email:

AUTHORIZED BY:

Signature

(Electronic signature represented by blue type)

Date

Name (print)

Title

