



# PACIFIC GUARDIAN CENTER

737 BISHOP STREET / MAUKA TOWER • 733 BISHOP STREET / MAKAI TOWER • 735 BISHOP STREET / DILLINGHAM TRANSPORTATION BUILDING

## TENANT INFORMATION

In order to facilitate Tenant/Landlord communications, please provide us with the information requested below and return this form to the Management Office.

Tenant Name: \_\_\_\_\_

Tower: [ ] DTB [ ] Makai [ ] Mauka Suite: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

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

Emergency Contact(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address for Legal Notices: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMAIL BLASTS

To receive memos regarding important events at the Pacific Guardian Center that affect you as a tenant, please list employees' names and email addresses. Additional sheets may be attached as necessary.

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>PGC MANAGEMENT USE ONLY</b>	
Alpha Master	_____
Angus	_____
Acc'ting Updated	_____
Distribution List	_____