

Moore & Associates, Inc.

Tenant Contact and Communication:  
3120 Fairview Park Drive  
Falls Church, VA 22042

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Having accurate contact information is a prerequisite to providing high-quality client service. Prior to move-in and during the course of your tenancy, we ask that each Tenant maintain accurate contact information on file with Moore&Associates (M&A).

There are five (5) categories of tenant contacts, and we ask that you carefully consider the person(s) you designate to fulfill each role. Although the roles are different for each category, you may designate one person to fill two or more of the contact positions. Please also remember **it is imperative that you keep this information updated at all times.**

Should you have any questions regarding this form, please feel free to contact your M&A Property Manager.

**Legal Contact:** This person is an officer of the Tenant entity and authorized to make binding legal commitments on behalf of the Tenant. Important legal notices required under the Lease and other official correspondence will be addressed to this contact.

\_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Company  
\_\_\_\_\_ Business Address  
\_\_\_\_\_ Physical Address and  
\_\_\_\_\_ PO Box, if used  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Fax Number  
\_\_\_\_\_ Cell & Pager Number(s)  
\_\_\_\_\_ Email Address

**Accounting Contact:** This contact will receive all billing notices and payment inquiries from M&A.

\_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Business Address  
\_\_\_\_\_ Physical Address and  
\_\_\_\_\_ PO Box, if used  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Fax Number  
\_\_\_\_\_ Cell & Pager Number(s)  
\_\_\_\_\_ Email Address

**Operations Contact:** The Tenant's day-to-day contact for the M&A Property Manager and the Property Management Office. The Operations Contact should be the person most often in the office, such as the office manager, business manager, or personnel manager. We also ask that you designate one alternate to fulfill this roll in the event the primary contact is unavailable. To promote efficiency between M&A and your company, we ask that communication from your employees regarding service requests or other day-to-day operations be directed to the Operations.

There are several advantages to the Operations Contact procedure:

- Enables the Property Management Office to respond quickly to requests, eliminating time spent on verification.
- Avoids duplication of the request from two or more people.
- Allows one person in each organization to keep track of, and be familiar with, all inquiries and requests.

**PRIMARY**

ON SITE CONTACT: \_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ On Site Address  
\_\_\_\_\_ Suite Number  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Fax Number  
\_\_\_\_\_ Cell & Pager Number(s)  
\_\_\_\_\_ Email Address

SECOND CONTACT: \_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Fax Number  
\_\_\_\_\_ Cell & Pager Number(s)  
\_\_\_\_\_ Email Address

**Emergency Contact:** The designated person(s) will only be contacted for emergencies that occur after normal business hours when the Operations Contact is unavailable. If the operations of your company require that you have someone on call after hours, accessible by pager or cell phone, you may consider designating the duty pager number as the Emergency Contact. We ask that you provide two alternate Emergency Contacts so that we can be assured of reaching someone from your company if this need arises.

PRIMARY CONTACT: \_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Cell & Pager Number(s)

SECOND CONTACT: \_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Cell & Pager Number(s)

THIRD CONTACT: \_\_\_\_\_ Printed Name  
\_\_\_\_\_ Title  
\_\_\_\_\_ Telephone Number(s)  
\_\_\_\_\_ Cell & Pager Number(s)

Date Submitted: \_\_\_\_\_