



Tenant Contact Form

For us to contact you with important information or in the event of an emergency, it is important that we have the following information. Please fill out this form COMPLETELY and return to the office or email to britahanchek@gmail.com. If you need a form, you can grab a hard copy in the office or find it on our website at www.familyofchrist.com>Resources>Forms>Tenant Contact Form. Thank you.

Date: _____

Tenant Name: _____

Primary Contact Name: _____

Primary Contact Email: _____

Primary Contact Phone: _____ Text: yes / no

Secondary Contact Name: _____

Secondary Contact Phone: _____

Secondary Contact Email: _____ Text: yes / no

What Days & Times are you generally in the building?

Su M Tu W Th F Sa Hours: _____

Anything else we need to be aware of: _____

OFFICE USE ONLY

Contact Info Updated:

☐ Constant Contact

☐ Outlook