

# Tenant Contact Information



Please complete and return to:

ProEquity Asset Management, 4980 Hillsdale Circle, Ste. A, El Dorado Hills, CA 95762  
Fax: 866-647-8844 | Email: [leaseadmin@proequityam.com](mailto:leaseadmin@proequityam.com)

Tenant Name: \_\_\_\_\_  
DBA: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

## AB 1103 Information:

Weekly Operating Hours: \_\_\_\_\_  
Number of Employees on Main Shift: \_\_\_\_\_  
Number of Computers: \_\_\_\_\_

## Billing/Invoicing (Primary):

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email(s): \_\_\_\_\_

Please check this box if you wish to receive invoices via email. If this box is checked you will no longer receive hard copy invoices via mail. In the event invoices are not received, rent payments are still due as scheduled per your lease agreement.

## Emergency:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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## Legal/Notices:

**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

## Premises/Facilities:

**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

## Lease Administration:

**Name:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_