

BENTALL CENTRE TENANT REFERENCE FORM

Please complete and return to Bentall Centre Security via email at bentallcentresecurity@canderel.com or in person at the Security Desk in the Main Lobby of Four Bentall Centre.

Please see additional notes on the second page of this form for details on each section

GENERAL INFORMATION:

Company Name(s):	
Building Name & Address:	
Suite Number:	Hours of Business:
General Office Telephone Number:	Type of Business:
Contact's Name:	Contact's Position:
Contact's Direct Phone Number (Office):	Contact's Email Address:

EMERGENCY CONTACTS: List three or more employees that can be reached in the event of an isolated emergency or security situation within your suite. These contacts will be contacted in the order listed until one is reached.

Name	Position	Office #, ext.	Mobile #	Home #

EMERGENCY MASS NOTIFICATION CONTACT: The contacts listed below will be contacted in the event of a **major emergency only**.

Name	Position	Office #, ext.	Mobile #	Home #	Email address

AUTHORIZED KEY CUTTERS: List the names of employees that are authorized to cut keys for your suite. Please include their name as it appears on their identification.

OTHER NOTES OR SPECIAL INSTRUCTIONS: (e.g. details of an alarm system, special keys required to access suite, special details on a computer room or other special areas): Can be supplied by means of an attachment. Please do not include any additional contacts.

Intrusion Alarm: YES NO

If Yes: Monitoring Company: _____ Contact Number: _____

TENANT REFERENCE FORM COMPLETION INSTRUCTIONS

General Information:

We require the name and contact information of **one on-site representative** from your company as our tenant contact. They will be our first point of contact within your company, and their email address will be included in our tenant email distribution list to receive important information about tenant events, maintenance, etc. They would be responsible for disseminating this information to the rest of the office and/or the necessary departments/personnel.

Emergency Contact:

We require three or more employees listed in the order that they can be contacted in the event of an isolated emergency or security situation within your suite. These contacts will be contacted in the order listed until one is reached.

Examples of isolated emergency or security situations are: after business hours access for tenants, break and enter, fire/flood within your suite, power outage on your floor, other incidents within your suite.

Emergency Mass Notification:

We require a maximum of two employees from each tenant. These individuals should hold decision making positions with the company and be responsible for business continuity. This list will enable Bentall Centre to deploy emergency communications quickly and securely during a crisis situation. It is important to understand that the Emergency Mass Notification will **only** be used in a crisis or emergency situation.

Common examples are: property closure, evacuation, earthquake, shelter in place, crisis management team activation, lost or missing child, structural breakdown of the building, acts of terror, violence or riot, power failure, etc.

Authorized Key Cutters:

We require a minimum of one employee who has the authorization to have keys cut for your suite. Please provide their first and last name as it appears on their identification card. Those listed can have keys cut with our base building locksmith, Al Scott Lock & Safe, located on the Retail Level of One Bentall Centre. They must bring a proper form of identification and payment can be made onsite.

Other Notes or Special Instructions:

Please include any special notes or instructions about your suite that may be necessary for management to know in the event your suite needs to be entered.

Common examples are: details of an alarm system, special keys required to access suite, special details on a computer room or other special areas, etc. Additional contacts cannot be accommodated.

Please Note: Forms submitted with missing details will be returned to the tenant for full completion.