

BENTALL CENTRE TENANT REFERENCE FORM

Please complete and return to Bentall Centre Reception via email at bentallcentrereception@canderel.com
or in person to Canderel's office at Suite 1580, 15th floor - One Bentall Centre.

Please read the instructions for each section carefully before completing the form.

Instructions are listed on the third page of this document.

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

1) GENERAL INFORMATION:

Company Name(s):	
Building Name & Address:	
Suite Numbers:	Reception/Main Suite Number:
General Office Telephone Number:	Number of Onsite Employees:
Type of Business:	Hours of Business:
Head Office Address (if different from above):	

2) MAIN TENANT CONTACT INFORMATION:

Contact's Name:	Contact's Position:
Contact's Direct Phone Number (Office):	Contact's Email Address:

3) ACCOUNTS PAYABLE CONTACT INFORMATION:

Contact's Name:	Contact's Position:
Contact's Direct Phone Number (Office):	Contact's Email Address:
Contact's Mailing Address: <input type="checkbox"/> Bentall Centre <input type="checkbox"/> Head Office <input type="checkbox"/> Other:	

4) ANGUS ANYWHERE CONTACTS:

Name	Office #, ext.	Email Address

5) EMERGENCY CONTACTS:

Name	Position	Office #, ext.	Mobile #	Home #

6) EMERGENCY MASS NOTIFICATION CONTACTS:

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

7) AUTHORIZED KEY CUTTERS:

8) 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: _____

****Please do not add alarm codes on the form. Please email Bentall Centre Security separately at bentallcentresecurity@canderel.com.****

Information Supplied By: _____

Date: _____

TENANT REFERENCE FORM COMPLETION INSTRUCTIONS

1) General Information:

Please provide us with general information about your company, including **all the suite numbers** meant to be represented on this form (ie. for multi-suite tenants) as well as your **reception/main suite number**. Please also provide an address for your company's head office, if it is different from the Bentall Centre address you provided in this section.

2) Main Tenant Contact 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.

3) Accounts Payable Contact Information:

Please include the contact information for one Accounts Payable contact. If this is the same person as specified in the Main Tenant Contact section, you may state "Same as Above."

4) Angus AnyWhere Contacts:

Angus AnyWhere is Bentall Centre's online requests submission system, for reporting suite- and building-related issues, making inquiries, and submitting Work Authorization Forms for contractors entering your suite. Please specify 2-3 contacts from your company for whom we may provide log-in and password information to access the website. For multi-floor tenants, more than 3 contacts may be permitted.

5) Emergency Contacts:

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.

6) Emergency Mass Notification Contacts:

We require a maximum of two employees from each tenant who can be contacted in the event of a major emergency. These individuals should hold decision-making positions within 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 System 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.

7) Authorized Key Cutters:

We require a minimum of one employee who has the authorization to have keys cut for your suite(s). Please provide their first and last name as it appears on their government-issued photo identification. Those listed can have keys cut with our base building locksmith, Al Scott Lock & Safe, located on the retail level of One Bentall Centre. The employee must show their photo ID at the time of request, and payment for keys can be made onsite.

8) Other Notes or Special Instructions:

Please include any special notes or instructions about your suite(s) 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.

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