Return completed form to Healthcare Realty:

EMAIL jescoto@healthcarerealty.com

Tenant Information Update

Changes to contact, billing and emergency information

Contacts

| OFFICE | | | | |
|--------------------------------------|--|--------------|-------------------------------|----------------------------|
| Tenant name: | | | | |
| Building address: | | | | Suite #: |
| Phone: | Back line: | | Fax: | |
| Email: | | Ter | nant cell number: | |
| EXECUTIVE CONTACT | | | | |
| Name: | | | Title: | |
| Phone: | Alt. phone: | Email: _ | | |
| DAY-TO-DAY CONTACT | | | | |
| Name: | | | Title: | |
| Phone: | Alt. phone: | Email: _ | | |
| SURVEY CONTACT | | | | |
| Name: | | | Email: | |
| CERTIFICATE OF INSURANCE (CO | I) CONTACT | | | |
| Name: | | | Title: | |
| Phone: | Alt. phone: | Email: _ | | |
| Office information | | | | |
| OFFICE HOURS | | | | |
| M T | W TH | | F | |
| SAT SUN | Lunch hours | | | |
| EXTRA HOLIDAYS (Dates office will be | e closed aside from New Year's Day, Memorial D | ay, Independ | lence Day, Labor Day, Thanksg | giving Day, Christmas Day) |
| PERSONNEL | | | | |
| Tenant specialties: | | | | |
| Number of personnel Physicians: | Employees: F | Patients/CI | lients:/day (app | proximate) |
| Is there a subtenant in your suite? | Yes No If yes, list na | me of sub | tenant: | |



Billing

| illing address: | | | | | | | | |
|--|---------------------|--|---|-----------------|------------|--------------|----------------|----------------|
| CCOUNTS PAYABLE | CONTACT | | | | | | | |
| ame: | | | | | Title: | | | |
| none: | | Alt. phone: | | _ Email: | | | | |
| | | | | | | | | |
| n case of em | nergency | | | | | | | |
| MERGENCY CONTAC | CTS | | | | | | | |
| ame: | | | Cell phone: | | | Email | | |
| | | | cen priorie. | | | Eman | | |
| | | | | | | | | |
| | | | | | | | | |
| there an alarm in yo | ur suite? | Yes No | If applicabl | e, provide c | ode: | | | |
| as someone been de | | | | | | | | |
| | | , , | | - | | | | |
| | | | | | | | | - |
| | | | | | | | | |
| enant Cente | er access | | | | | | | |
| | | ent shortcuts on the Tel | nant Center. Save tin | ne with autom | nated rent | oayments, on | line service r | equests and l |
| althcare Realty offers o | | ent shortcuts on the Tel | | ne with auton | nated rent | oayments, on | line service r | equests and i |
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