

GWL Realty Advisors
Toronto College Park
444 Yonge Street
Mezzanine Level
Toronto, ON, M5B 2H4
P: 416-260-2144
F: 416-260-9824
www.gwlra.com

TORONTO COLLEGE PARK TENANT INFORMATION FORM

GWL REALTY ADVISORS



TO ASSIST US IN SERVING YOU, PLEASE TAKE A FEW MINUTES AND COMPLETE THE FOLLOWING INFORMATION SHEET.

PLEASE PRINT OR TYPE:

COMPANY: _____ SUITE NUMBER: _____

SITE CONTACT

PLEASE LIST THE CONTACT INFORMATION OF THE INDIVIDUAL IN THE POSITION TO ADDRESS AND RECEIVE GENERAL TENANT INFORMATION.

NAME: _____ TELEPHONE: _____
POSITION: _____ FAX: _____
EMAIL: _____

GWL REALTY ADVISORS IS MINIMIZING OUR PAPER USAGE. WOULD YOU PREFER TO RECEIVE "GENERAL" MEMOS ELECTRONICALLY? YES NO
PLEASE NOTE SOME MEMOS WILL STILL BE DELIVERED BY SECURITY PERSONNEL.

OWNER / LEASE CONTACT

PLEASE LIST THE CONTACT INFORMATION OF THE INDIVIDUAL IN THE POSITION TO ADDRESS ANY CONCERS RELATIVE TO YOUR LEASE AGREEMENT.

NAME: _____ TELEPHONE: _____
POSITION: _____ FAX: _____
EMAIL: _____

ACCOUNTS PAYABLE CONTACT

PLEASE LIST THE CONTACT INFORMATION OF THE INDIVIDUAL IN THE POSITION TO ADDRESS ANY CONCERS RELATIVE TO YOUR RENTAL PAYMENTS.

NAME: _____ TELEPHONE: _____
POSITION: _____ FAX: _____
EMAIL: _____

EMERGENCY / AFTER HOURS CONTACTS

PLEASE LIST THE CONTACT INFORMATION OF TWO INDIVIDUALS IN THE POSITION TO ADDRESS ANY AFTER HOUR EMERGENCY CONCERNS REGARDING YOUR PREMISES

NAME: _____ TELEPHONE: _____
POSITION: _____ FAX: _____
EMAIL: _____

NAME: _____ TELEPHONE: _____
POSITION: _____ FAX: _____
EMAIL: _____

PLEASE RETURN ATTENTION: CLAUDIA BATE-GONZALEZ, VIA FACSIMILE: 416-260-9824 OR EMAIL: claudia.bate-gonzalez@gwlra.com

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TORONTO COLLEGE PARK EMERGENCY SAFETY INFORMATION

GWL REALTY ADVISORS



Date: _____
Company: _____
Suite Number: _____

FIRE WARDEN INFORMATION

PLEASE LIST ALL FIRE WARDENS OR FIRE SAFETY TEAM MEMBERS FOR YOUR OFFICE OR RETAIL UNIT.

FIRE SAFETY TEAM (PLEASE PRINT):

<u>TEAM MEMBERS</u>	<u>NAME</u>	<u>PHONE NUMBER</u>	<u>EMAIL</u>	<u>CELL NUMBER</u>	<u>CELL PROVIDER</u>
Ex: LEAD WARDEN:	John Smith	416-555-1234	john.smith@example.com	416-555-4321	Rogers

FIRE WARDEN: _____
BACK UP WARDEN: _____
FIRE WARDEN: _____
BACK UP WARDEN: _____
FIRE WARDEN: _____
BACK UP WARDEN: _____

TENANTS REQUIRING ASSISTANCE:

IF YOU OR A MEMBER OF YOUR STAFF HAVE A PHYSICAL, EMOTIONAL OR OTHER REASON WHICH MAY DETER SAFE EVACUATION AND/OR ABILITY TO DESCEND STAIRS, DURING AN EMERGENCY SITUATION, PLEASE ADVISE THE FIRE WARDEN OR FIRE COMMANDER. EXAMPLES OF CONDITIONS WHICH MAY PREVENT TENANTS FROM SAFELY EVACUATING THE BUILDING INCLUDE: PREGNANCY, RECENT INJURY, SEVERE ARTHRITIS, ANXIETY, ETC.

<u>NAME</u>	<u>REASON FOR ASSISTANCE</u>	<u>CELL NUMBER</u>	<u>WORK HOURS</u>	<u>EMERGENCY BUDDY/ALTERNATE</u>
EX: John Smith	Sprained ankle	416-555-4321	Mon-Fri, 9 am - 5 pm	Jane Doe / John Doe