



718-686-5593 | Management: TheBristol@Beisshloime.org

Tenant Contact Information

Suite Contact Form

Please list the people who should receive building notices and messages.

Type in the fields, save the completed PDF, and email it to management.

Suite number

Suite name

Business or tenant name

Contacts for Building Notices

Contact 1 | Main contact

☐ After-hours emergency contact

Full name

Role or title

Phone number

Mobile number (optional)

Email address

Contact 2

☐ After-hours emergency contact

Full name

Role or title

Phone number

Mobile number (optional)

Email address

Contact 3

☐ After-hours emergency contact

Full name

Role or title

Phone number

Mobile number (optional)

Email address

Contact 4

☐ After-hours emergency contact

Full name

Role or title

Phone number

Mobile number (optional)

Email address

Return to TheBristol@Beisshloime.org

Complete page 2 for urgent alerts. Send an updated form whenever details change.



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Urgent Building Alerts

List all email addresses and mobile numbers that should receive urgent building alerts, including elevator outages and other important notices.

Separate each email address or mobile number with a comma.

Include everyone who should receive alerts, even if listed on page 1.

Suite number

Email addresses for urgent alerts (comma-separated)

Example: name@example.com, office@example.com

Mobile numbers for urgent text alerts (comma-separated)

Example: 718-555-0123, 917-555-0145

Please include only mobile numbers that can receive text messages.

Save and return both pages to TheBristol@Beisshloime.org.

Begin the email subject line with your unit number.

Send an updated form whenever your alert recipients change.