

THE MART

A VORNADO PROPERTY

Tenant Contacts

Tenant Name: _____ Suite Number: _____

Office Commercial Residential Kitchen/Bath/Building Retail

Directory Listing

Contact(s) below will receive login to add and maintain company info/logo/photos. This system also feeds the NeoCon Company Profile – please select one NeoCon Admin.

DBA: _____ Website: _____

Public Facing Contact Name/Title: _____

Email: _____ Phone: _____ Editor NeoCon Admin

Editor Name/Title (if different from above): _____

Email: _____ NeoCon Admin

Lease Signor

Name/Title: _____

Email: _____ Phone: _____

Real Estate Contact(s)

Name/Title: _____

Email: _____ Phone: _____

Billing Contact(s)

Name/Title: _____

Email: _____ Phone: _____

Legal Contact

Name/Title: _____

Email: _____ Phone: _____

Facilities Manager - office/showroom manager - main contact for day-to-day operations of the space)

Name/Title: _____

Please contact PropertyManager@themart.com to update information after initial setup.

Email: _____ Phone: _____

Other Onsite Contact(s) (if applicable)

Name/Title: _____

Email: _____ Phone: _____

Certificate of Insurance Contact(s) – will receive correspondences if your COI has errors or needs renewed.

Name/Title: _____

Email: _____ Phone: _____

Marketing Contact(s) (Showroom Tenants)

Name/Title: _____ NeoCon Marketing

Email: _____ Phone: _____

Name/Title: _____ NeoCon Marketing

Email: _____ Phone: _____

Service Portal (Work Order System)

Contact(s) below will have access to submit work orders, receive announcements, and access (work order) billings. Please select at least one Administrator to maintain your company’s Service Portal contacts after initial setup.

Contact (1) Name/Title: _____

Email: _____ Phone: _____

Administrator Submit Work Orders Receive Announcements Receive Billings

Contact (2) Name/Title: _____

Email: _____ Phone: _____

Administrator Submit Work Orders Receive Announcements Receive Billings

Contact (3) Name/Title: _____

Email: _____ Phone: _____

Administrator Submit Work Orders Receive Announcements Receive Billings

Contact (4) Name/Title: _____

Email: _____ Phone: _____

Administrator Submit Work Orders Receive Announcements Receive Billings

Please contact PropertyManager@themart.com to update information after initial setup.