

NEWS RELEASE INFORMATION SHEET

DATE _____ **YOUR NAME** _____

PLEASE PRINT OR TYPE

Name of Tenant:
Location (Street Address & City):
Name of Center/Building/Facility:
Type of Business:
Contact Person: Phone:
Rental Square Footage:
Number of Offices in Space:
Tenant's Former Location:
Occupancy Date:
Number of Employees:
General Comments: