



Contact Category Definitions

Main Contact

The Main Contact is anyone who is managing the day-to-day business operations and is a decision maker that a Property Manager can speak to regarding but not limited to, Leasing, Rent, and Facility related issues.

Local Contact

The Local Contact is anyone who manages the specific location of the business, and is mainly the onsite manager in charge.

Emergency Contact

The Emergency Contact is the 24/7 contact for the business in the event of an emergency at the business location.

Corporate Contact

The Corporate Contact is for businesses that are part of a larger corporation and have an individual who oversees the regional area where the business is located.

Billing Contact

The Billing Correspondence Contact is any individual who receives all financial correspondence (rents, percentage rents, scheduled payments, bill-backs, etc.) for the business.

Real Estate Tax Billing Contact

The Real Estate Tax Billing Contact is any individual who is specifically responsible for all real estate tax correspondence for the business.

CAM Billing Contact

The CAM Billing Contact is any individual who is specifically responsible for all Common Area Maintenance Billing & Reconciliation correspondence for the business.

Legal Contact

The Legal Contact is any individual responsible for receiving all legal notifications and correspondence.

Insurance Contact

The Insurance Contact is any individual responsible for insurance related or required documentation submittals.

Maintenance Contact

The Maintenance Contact is for all lease required maintenance and for any individuals who are responsible for maintenance correspondence.

Marketing Contact

The Marketing Contact is any individual who is responsible for the marketing and promotion of the business.

Sales Reporting Contact

The Sales Reporting Contact is any individual responsible for all lease required business sales reports and any sales reporting correspondence.