



American Capital Properties

LEASE CONTACT UPDATE REQUEST

To ensure that our electronic notification system is working properly and you are receiving your notifications, we are asking for your assistance in updating your company's contact information.

Please provide the following information for each category below even if the contact information is the same for multiple contacts.

Main Contact

Name:	_____	Title:	_____
Email:	_____	Phone:	_____

Billing Contact

Name:	_____	Title:	_____
Email:	_____	Phone:	_____

Emergency Contact

Name:	_____	Title:	_____
Email:	_____	Phone:	_____

In an effort to ensure you are receiving all notifications in a timely manner, please return this information to us as soon as possible. Once we have the most up-to-date contact information, we can ensure that you will be receiving monthly statements, insurance reminders, and general lease requirements right to your e-mail.

Please return this completed form by fax or by forwarding us the information above via e-mail.

Facsimile: (503) 699-1185; Attention Lease Contact

E-mail: tenantinquiry@americancapitalpropertiesllc.com

Please note the following example, as this is how automatic notifications will arrive in your e-mail. Depending on your service provider's settings, this message may be placed in a Junk or Spam folder. All electronic notifications from our office will arrive via:

cdr@yardi.com on behalf @americancapitalpropertiesllc.com

Thank you for your assistance,

American Capital Properties, LLC

Proudly Managed by American Capital Properties, LLC
P.O. Box 920, Lake Oswego, Oregon 97034 • (503) 675-4596

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