



TENANT INFORMATION

THE ORCHARD

STORE NAME _____

STORE ADDRESS _____ SUITE _____

Westminster, CO _____ STORE TELEPHONE _____

OWNERS NAME _____ Cell Phone _____

OWNERS EMAIL _____

MANAGER NAME _____ Cell Phone _____

MANAGER EMAIL ADDRESS _____

ACCOUNTS PAYABLES

NAME _____ PHONE # _____

BILLING ADDRESS _____

BILLING EMAIL _____

UTILITY ADDRESS _____

UTILITY EMAIL _____

GROSS SALES EMAIL _____

LEASE ADMINISTRATION

NAME _____ PHONE # _____

ADDRESS _____

EMAIL ADDRESS _____

NOTICE ADDRESS

*CAM REC/IMPOUND LETTERS

NAME _____ PHONE # _____

ADDRESS _____

EMAIL ADDRESS _____

BUSINESS HOURS

Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____	Sunday	_____
Thursday	_____		

Please complete and return to:

The Orchard Town Center
 14697 Delaware St., Suite 850 Westminster,
 CO 80123
 Attn: Katherine Seitz, admin-co@vestar.com
 (303) 450-8615

Or fax to:

Completed By: _____
 (Please print name)

(PLEASE ADD ANY ADDITIONAL CONTACTS TO THE BACK OF THIS PAGE)



THE ORCHARD

Emergency Contact Form

Name of Store: _____

Store Phone Number: _____

Store Manager: _____

Manager Email: _____

Alternate Email: _____

Please provide up to 6, **minimum of 2**, designated contacts to be added to "ONE CALL NOW." You will be notified in the event of an emergency and or, weather related mall closures. This system will notify recipients via automated call, (text if opted in).

Name	CELL#	Alternate CELL#	Email Address

****Be sure to keep us informed of any necessary changes or updates as they occur****

As of Date: _____

Submission Options

1. Drop off at the Management office
2. Email to admin-co@vestar.com
3. Fax to 303-450-8615

TPP Orchard Property LLC.

14697 Delaware St., Suite 850

Westminster, Colorado 80023

P: 303-450-8610

F: 303-450-8615

www.theorchardtowntcenter.com



The Orchard Town Center

Management & Emergency Contact Information

Contact	Contact Number	Email Address
Mark Peterson <i>General Manager</i>	303-450-8603	mpeterson@vestar.com
Adam Carpenter, <i>Director of Operations</i>	303-450-8631 / 720-319-9278 *Maintenance Emergency Contact*	adamc@usdservices.com
Ilima Lua-Lokan <i>Assistant Property Manager</i>	303-450-8616	ilua-lokan@vestar.com
Kate Heckman <i>Marketing Director</i>	303-450-8608	kheckman@vestar.com
Serena Schultz <i>Marketing Manager</i>	303-450-8604	SSchultz@vestar.com
Katie Seitz <i>Administrative Assistant</i>	303-450-8610	admin-co@vestar.com
Edwin Valenti <i>Manager of Security</i>	303-450-8612	Edwin.Valenti@garda.com
Security	Non- Emergency 720-926-5062	