



TENANT INFORMATION

To ensure that we have the most current contact information on file we ask that you complete and return pages 1 & 2.

STORE NAME _____
STORE ADDRESS _____ SUITE /UNIT _____
Littleton, CO 80123 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: Katherine Seitz: admin-co@vestar.com
Or fax to: (303) 450-8615

Completed By: _____
(Please print name)

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



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. Email to admin-co@vestar.com
2. Fax to 303-450-8615



Bowles Crossing PropCo

Management & Emergency Contact Information

Contact	Contact Number	Email Address
Lori Giggey <i>Property Manager</i>	303-450-8607	lgiggey@vestar.com
Ilima Lua-Lokan <i>Assistant Property Manager</i>	303-450-8616	ilua-lokan@vestar.com
Jessica Cowden <i>Marketing Director</i>	303-450-8630	jcowden@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
Advantage Security	720-281-2378	**after hour patrol only** In the event of an emergency call 911
Adam Carpenter <i>Director of Operations</i>	303-450-8631/ 720-319-9278	adamc@usdservices.com

Contact only in the event of maintenance emergencies in the common areas of the center. Interior maintenance remains Tenant responsibility.