



THE ORCHARD
TOWN CENTER

TENANT INFORMATION

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)



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.theorchardtowncenter.com



The Orchard Town Center
Management & Emergency Contact Information

Contact	Contact Number	Email Address
Kate Heckman <i>General Manager</i>	303-450-8608	kheckman@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
Adam Carpenter, <i>Director of Operations</i>	303-450-8631 720-319-9278 *Maintenance Emergency Contact*	adamc@usdservices.com
Edwin Valenti <i>Director of Security</i>	303-450-8612	Edwin.Valenti@garda.com
Security	Non- Emergency 720-926-5062	