



## TENANT INFORMATION

STORE NAME \_\_\_\_\_  
 STORE ADDRESS \_\_\_\_\_ SUITE \_\_\_\_\_  
 Westminster, CO 80031  
 STORE TELEPHONE \_\_\_\_\_ STORE FAX \_\_\_\_\_  
 STORE EMAIL ADDRESS \_\_\_\_\_  
 STORE MANAGER \_\_\_\_\_ Cell Phone \_\_\_\_\_

**ACCOUNTS PAYABLES** NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

**LEASE ADMINISTRATION** NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

**NOTICE ADDRESS** NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
 \*CAM REC/IMPOUND LETTERS PHONE NUMBER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_

**PREMISE BUSINESS HOURS**

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

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_

Please complete and return to: The Orchard Town Center  
 14697 Delaware St., Suite 850  
 Westminster, CO 80023  
 Attn: Katie Seitz, [admin-co@vestar.com](mailto:admin-co@vestar.com)  
 Or fax to: (303) 450-8610

**Completed By:** \_\_\_\_\_  
 (Please print name)

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



THE ORCHARD

## Emergency Contact Form

Name of Store: \_\_\_\_\_

Suite ID: \_\_\_\_\_

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](mailto:admin-co@vestar.com)

**TPP Orchard Property LLC.**  
 14697 Delaware St., Suite 850  
 Westminster, Colorado 80023 P:  
 303-450-8610  
[www.theorchardtowntcenter.com](http://www.theorchardtowntcenter.com)



## The Orchard Town Center

### Management & Emergency Contact Information

<b>Contact</b>	<b>Contact Number</b>	<b>Email Address</b>
<b>Mark Peterson</b> <i>General Manager</i>	303-450-8603	<a href="mailto:mpeterson@vestar.com">mpeterson@vestar.com</a>
<b>Adam Carpenter,</b> <i>Director of Operations</i>	303-450-8631 / 720-319-9278 <b>*Maintenance Emergency Contact*</b>	<a href="mailto:adamc@usdservices.com">adamc@usdservices.com</a>
<b>Ilima Lua-Lokan</b> <i>Assistant Property Manager</i>	303-450-8616	<a href="mailto:ilua-lokan@vestar.com">ilua-lokan@vestar.com</a>
<b>Paige Jeschke</b> <i>Marketing Director</i>	303-450-8608	<a href="mailto:pjeschke@vestar.com">pjeschke@vestar.com</a>
<b>Katie Seitz</b> <i>Administrative Assistant</i>	303-450-8610	<a href="mailto:Admin-co@vestar.com">Admin-co@vestar.com</a>
<b>Edwin Valenti</b> <i>Acct Manager of Security</i>	303-450-8612	<a href="mailto:evalenti@trident-security.com">evalenti@trident-security.com</a>
<b>Steve Clemens</b> <i>Assistant Director of Security</i>	303-450-8611	<a href="mailto:OTC_AD@trident-security.com">OTC_AD@trident-security.com</a>
<b>Security</b>	Non- Emergency 720-926-5062	