



Non-Tenant Setup Form

This form is intended to use for setting up account for non-tenants in the CTI system. **DO NOT** use this form for sub-tenants. Please fill in the appropriate information. When completed, this form is to be forwarded to your lease administrator.

Project Name: _____

Project ID: _____

Non-Tenant ID: (Lease Administration will assign this ID #) _____

Non-Tenant Name: _____

Additional Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

City: _____

State Code: (CA, AZ, NY, etc) _____

Postal Code: _____

Country: (Optional) _____

Phone Number: (Optional) _____

Facsimile Number: (Optional) _____

Requested by: _____ Date

Approved by: (Property Manager) _____ Date