



542 Towne Drive - Fayetteville, New York 13066
315-468-3051 Fax: 315-468-2984
PropertyServices@corcompanies.com

Tenant Contact Information

Tenant Information:

Name: _____ Store ID Number: _____
Address: _____
Phone Number: _____

Operations and Facility Contacts:

Corporate Contact:

Name: _____
E-mail Address: _____
Phone Number: _____
Cell Number: _____

District/Local Contact:

Name: _____
E-mail Address: _____
Phone Number: _____
Cell Number: _____

Store Management Contacts:

Primary Contact:

Name: _____
E-mail Address: _____
Phone Number: _____
Cell Number: _____

Secondary Contact:

Name: _____
E-mail Address: _____
Phone Number: _____
Cell Number: _____

COR Property Services Contacts:

Facility / Operations Manager:

Name: Bear Grolling
E-mail Address: dgrolling@corcompanies.com
Phone Number: 315-468-3051
Fax Number: 315-468-2984

Common Area Maintenance & Repairs:

Send To: PropertyServices@corcompanies.com

Property Administrator & Utilities:

Name: Mary Girard
E-mail Address: mgirard@corcompanies.com
Phone Number: 315-468-3051
Fax Number: 315-468-2984

Certificates of Insurance:

Send To: PropertyServices@corcompanies.com

Rental Payment - Property Tax - CAM Payments:

Name: Danielle Thomas
E-mail Address: dthomas@corcompanies.com
Phone Number: 315-663-2100
Fax Number: 315-663-2109

HVAC Quarterly Reports:

Send To: PropertyServices@corcompanies.com

Roof Access or Mechanical Room Access:

Call: 315-468-3051

We need to be contacted for any work by your contractors being performed on roof

Send Completed Form to: PropertyServices@corcompanies.com or Fax to: 315-468-2984