

## Tenant Information Request Form

Please complete and fax back to the management office at (512) 536-8410.

Company Name: \_\_\_\_\_

Building/Suite Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Primary Office Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Secondary Office Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Note: Building-wide email notices from the management offices will be sent to the primary and secondary contacts.

### Emergency After-Hours Tenant Contacts

Please list emergency after-hours contacts in the order they are to be called.

1. Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile/Pager (circle one): \_\_\_\_\_

2. Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile/Pager (circle one): \_\_\_\_\_

3. Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile/Pager (circle one): \_\_\_\_\_

### Authorized Service Requesters

Please list the name and e-mail address of individuals who are authorized to request services from the Management Office and the online tenant work order system (ANGUS). The service contact person(s) shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services.) *We will only accept work orders or requests from the Tenant Authorized Contacts noted on this form.* Individual e-mail addresses will be used by the Management Office for the limited purpose of providing the Tenant Authorized Contacts with information about the building, your tenancy and the requested products and services.

1. Name: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Email address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Email address: \_\_\_\_\_

### Floor Warden

Information on the role of floor wardens can be found in the Building Procedures and Safety Guide included in this packet.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Billing Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (if different from leased premises): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_