

## AIRPORT TOWER TENANT CONTACT FORM

<b>Company Name:</b>	<b>Floor/Suite Number:</b>
<b>Main Phone Number:</b>	<b>Number of Employees on-site:</b>
<b>Company Website:</b>	<b>Statement Delivery Email:</b>

### On-site Primary Contact

*On-site daily contact for misc. management issues and events. Please include a secondary contact in case primary contact is absent.*

<b>Primary Contact Name:</b>	Title:	Email:
Direct Phone Number:	Mobile Number:	
Please select access levels: <input type="radio"/> A/P Contact <input type="radio"/> Maintenance Requests <input type="radio"/> After Hours HVAC approval <input type="radio"/> Certificate of Insurance <input type="radio"/> Add/remove parking/bldg. access <input type="radio"/> Building announcements <input type="radio"/> Lease Document access		
<b>Secondary Contact Name:</b>	Title:	Email:
Direct Phone Number:	Mobile Number:	
Please select access levels: <input type="radio"/> A/P Contact <input type="radio"/> Maintenance Requests <input type="radio"/> After Hours HVAC approval <input type="radio"/> Certificate of Insurance <input type="radio"/> Add/remove parking/bldg. access <input type="radio"/> Building announcements <input type="radio"/> Lease Document access		

### Emergency Contact

*Reasons that the emergency contact would be called: Employee locked out of suite, after hours emergency inside or outside of tenant space requiring tenant notification.*

<b>Contact Name:</b>	Title:	Email:
Mobile Phone:	Direct Line:	Home Phone:
<b>Second Contact Name:</b>	Title:	Email:
Mobile Phone:	Direct Line:	Home Phone:

### Senior Local Office Contact

*On-site decision maker or most senior position in the office*

<b>Contact Name:</b>	Title:
Direct Line:	Mobile Number:
Email address:	

Name of Person Completing Form \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_