



## TENANT CONTACT INFORMATION & AUTHORIZATION

Please fill out this form and return it to the management office in Tower 2, Suite 115 or by email to [lauryl.lowe@am.jll.com](mailto:lauryl.lowe@am.jll.com).

Company \_\_\_\_\_

Tower \_\_\_\_\_ Suite \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Approximate number of employees in this office \_\_\_\_\_

### DAILY CONTACT

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Cell# \_\_\_\_\_ Other# \_\_\_\_\_

### TENANT E-MAIL DISTRIBUTION LIST

THIS SHOULD BE THE PERSON(S) THAT WILL BE RECEIVING TENANT BULLETINS & BUILDING EVENTS FROM JLL.

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

### THE FOLLOWING PERSON(S) IS/ARE AUTHORIZED TO ACT ON BEHALF OF TENANT IN SUCH MATTERS AS:

- Card access requests/changes
- Requests to change locks
- Ordering or changing tenant signage
- Equipment removal
- Requests for billable services
- Ordering after hours fans / air
- Parking requests
- After-hours access for guests, vendors, etc.

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone # \_\_\_\_\_

### ANGUS WORK ORDER SYSTEM

THIS SHOULD BE THE PERSON(S) THAT WILL BE SUBMITTING WORK ORDERS TO JLL.

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

### AFTER-HOURS CONTACT – PLEASE LIST IN THE ORDER IN WHICH THEY SHOULD BE CONTACTED.

1. Name \_\_\_\_\_ Title \_\_\_\_\_ Home # \_\_\_\_\_

Email \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_ Home # \_\_\_\_\_

Email \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_

3. Name \_\_\_\_\_ Title \_\_\_\_\_ Home # \_\_\_\_\_

Email \_\_\_\_\_ Cell # \_\_\_\_\_ Other # \_\_\_\_\_