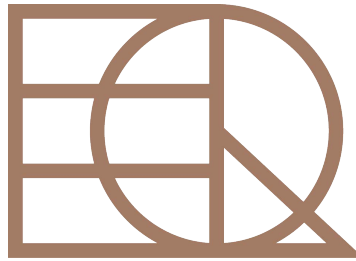


Tenant Contact Information Form



In order to provide you with the best customer service possible, it is important for Equity Office to have accurate contact information for everyone, especially in the event of an emergency. Please take a moment to fill out the information below and send a copy of this completed form to: **Shella.Trist@621-633.com**.

Form Completed By: _____ Date: _____

Tenant Name		Suite(s)
Est. # of Employees	Main Phone Number	Alarm Code & Company Contact Information
Notice Address <i>(If different than leased premises; Formal Notices will be sent to addresses stated in the lease.)</i>		

Please use the following descriptions to categorize each point of contact on the next page accurately.

Accounting Contact

This contact will receive the monthly statement for your account via email. This contact is **authorized** to handle all accounting/billing questions for your company. **ALL** Accounts Payable recipients should be listed.

After Hours/Emergency Contact

In case of an **emergency after business hours**, these individuals are contacted. An after hours phone number must be provided for these contacts. Equity Office does not share this information.

Authorized Angus Anywhere (Work Order) User

These individuals are authorized initiate service and maintenance requests in our online tenant portal, Angus Anywhere. They are **authorized** to request billable service requests for your company.

Building Memo Recipient

These individuals receive important building announcements from EQ Office and are asked to forward the information along to your team accordingly.

Executive Contact/Decision Maker

This is the individual in your company **authorized** to make leasing decisions. This person is rarely contacted.

Daily Contact

These individuals are the day-to-day points of contact for Unico. In most cases, they will be contacted first. These individuals are often Angus Anywhere users, Memo Recipients, and/or Floor/Suite Wardens as well.

Floor Warden

These individuals will receive annual emergency preparedness training and a building emergency procedures manual. We recommend that (1) warden be designated for every (20) employees.

