

EMERGENCY CONTACT INFORMATION:

Please list below persons to be contacted in the event of an **After-hours Emergency** or to authorize admittance to the suite listed above:

**Note: Representatives will be contacted in the order they are listed.*

Name & Title	Direct Phone	Home Phone	Mobile Phone	E-mail Address

BILLABLE SERVICES:

Please list below the persons authorized to approve **Billable Services** and **Expenditures** on behalf of the Tenant.

**Note: Billable services include additional HVAC requests, janitorial services, copies of keys, access cards, lock changes, minor work repairs, signage requests, etc.*

Name & Title	Main Phone	Direct Phone	Mobile Phone (Optional)	Email Address

BUILDING ACCESS:

Please list below the persons authorized to approve **Property Removal Passes** that allow for removal of equipment/furnishings from the Building.

Name	Title	Phone No.	Email Address

BILLING / ACCOUNTING CONTACTS:

Please list below person(s) to be contacted regarding accounting matters and lease items (i.e. payment of rent, operating expenses, and real estate taxes):

Name	Title	Phone No.	Email Address

Note: It is the responsibility of the Tenant to keep a fully updated contact form on file in the Management Office. All phone numbers are kept strictly confidential and will only be used in the event of an emergency or for after hours.

Completed by: _____

Date Completed: _____

Please return completed form to:

Jordan Lee, Property Administrator

Jordan.Lee@am.ill.com

Phone: (415) 391-3471