



TENANT AUTHORIZATION, EMERGENCY CONTACT & BUSINESS CONTACT INFORMATION SHEET

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day-to-day operations of the property or in the event of an emergency. Once you have filled out this information sheet, kindly email it to Sally.Chen@jll.com. If you have any questions, do not hesitate to contact the Management Office at 415.391.3471

Company: \_\_\_\_\_ Suite/Floor No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

Business Hours: \_\_\_\_\_

PRIMARY CONTACT INFORMATION:

Primary Contact: \_\_\_\_\_

Direct No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

DAY TO DAY BUSINESS OPERATIONS:

Please list below your Tenant Representatives to be contacted for Day-to-Day Business Operations:

- Communicate with Building Management regarding building related items.
• Receive "Tenant News" announcements (i.e. major systems shutdowns, holidays, tenant events, alarm testing, etc.).
• Will be added to the Building e-mail distribution list.
• Access to Building Engines to submit tenant service requests.

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

Table with 5 columns: Name & Title, Main Phone, Direct Phone, Mobile Phone (Optional), Email Address. The table contains 10 empty rows for data entry.

**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:***  
***Sally Chen, Property Administrator***  
***[Sally.Chen@jll.com](mailto:Sally.Chen@jll.com)***  
***Phone: (415) 391-3471***