

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 fax it to (281) 822-3670, or mail it to the Building Management Office at: 1300 Main St., Suite 160, Houston, TX 77002. If you have any questions, do not hesitate to call the Management Office at (713) 989-1900.

Name of Firm:						
Suite No.:	Phone No.:		Fax No.:			
Company Business Hours:						
Please attach a list of y	our employees at this	building as well	as a company holida	y schedule.		
EMERGENCY:			- -	-		
Please list below persons to	o be contacted in case of a	an emergency or to	authorize admittance to	the suite listed above:		
Name & Title			ne Mobile Ph		ess	
Anyone prese Only persons No one without		ation y of the above pers	ons	llowing basis (check one):		
Please list below persons to Name & Title	o be contacted for <u>day-to-co</u> Main P	day business opera	tions: Direct Phone	a mail address		
Name & Title	Wain P	none	Direct Phone	e-mail address		
•	AND PROPERTY REMO					
Please list below persons a Name & Title	authorized to request and s Main P		ce the removal of materia Direct Phone	l or equipment from building: e-mail address		
Name & Title	Walli F	none	Direct Filone	e-man address		
BILLING		SPE	CIAL ASSISTANCE			
Please list below person to be contacted regarding payment of rent (or where the rent statement should be mailed):		ould be as	Please list below any employees who may require special assistance during an emergency due to a disability (for multiple floor tenants please indicate which floor each employees is on):			
Name:						
Title:						
Street Address:						
		•				
City, ST & ZIP		<u> </u>				
City, ST & ZIP Phone:		<u> </u>				
		<u>.</u>				