

TENANT COMMUNICATIONS

Please indicate the name(s) of individual(s) in your group who has been designated as your "Contact Person" to communicate with Property Management regarding temperature control, maintenance, janitorial, security, or any other building related items. All communication and responses will be channeled through this individual. This will greatly increase our ability to effectively respond to your needs. Also, please indicate whether this person may authorize service requests, which may result in a charge back to the tenant.

Company Name: _____

Suite Number: _____

Contact Person	Authorized to sign work orders that may result in a charge back.	
	Yes	No
	Yes	No
	Yes	No

Please provide management along with this form, a list of all current employees. It is the tenant's responsibility to keep management updated of all changes to the employee roster (termination, additional employees, etc.).

Signature of authorized individual must appear below authorizing above contact person(s).

AUTHORIZED BY:

Printed Name: _____

Title: _____

Date: _____