



Tenant Contact Information

Company: _____ **Building:** _____ **Suite:** _____

Main Phone: _____ **Main Fax:** _____

Please complete the following, indicating our contacts for daily communication with your firm and contacts in the event of emergencies.

BUSINESS HOURS (name and title):

DAY CONTACT: _____

WORK PHONE: _____ EMAIL: _____

EXECUTIVE CONTACT: _____

WORK PHONE: _____ EMAIL: _____

LEASE / RENT: _____

MAILING ADDRESS: _____

WORK PHONE: _____ EMAIL: _____

RECIPIENT OF INVOICES (ALL BILLBACK INVOICES WILL BE SENT VIA EMAIL): _____

BILLING ADDRESS: _____

WORK PHONE: _____ EMAIL: _____

AFTER HOURS CONTACTS (name and title):

(OR IN THE EVENT OF AN EMERGENCY)

1) CONTACT: _____

HOME PHONE: _____ EMAIL: _____

CELL PHONE: _____

2) CONTACT: _____

HOME PHONE: _____ EMAIL: _____

CELL PHONE: _____

The following descriptions may be used as a guide when completing this form. Please note that one individual may serve as the contact in several areas. It is also important to remember that the Executive and Day Contacts must be located on-site.

Day Contact: These individuals are authorized by your firm to call in day-to-day maintenance requests as well as special or overtime service. They are authorized to place requests, which may involve a billback charge to your company. These individuals are our primary contacts for day-to-day communication and should be limited to one or two people to ensure that we are able to respond to your requests effectively.

Executive Contact: These individuals are designated as the primary contact in the event of a building emergency, i.e. earthquake, fire, bomb threat, etc. Due to the extreme importance of fast and efficient notifications, it is imperative that this information is current and accurate. The names you provide should have the authority to make decisions on building evacuations and any other life safety measures mandated by the situations.

Lease/Rent Contact: This individual is responsible for your office location with authorization to receive and process notifications regarding rent/lease issues. Rent letters and reconciliation letters are sent to this individual as well.

Receipt of Invoices: This individual is responsible for receiving and processing monthly invoices for above standard services. All billback invoices will be sent via e-mail.

PLEASE NOTIFY OUR OFFICE IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION
FOR PROCESSING, PLEASE RETURN TO HINES
4160 Dublin Boulevard, Suite 140, Dublin CA 94568 ~ (925) 556-6630 (925) 556-6638 FAX