



**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 504-585-2674, or email it to Tiffany Leon at [tiffany.leon@am.jll.com](mailto:tiffany.leon@am.jll.com). If you have any questions, do not hesitate to call the Management Office at 504-585-2670.

Date: \_\_\_\_\_ Number of persons in your suite: \_\_\_\_\_ Building: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Suite No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Hours of Operation**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Please attach a list of your company's holiday schedule.**

**EMERGENCY:**

Please list below persons to be contacted in case of an **emergency or to authorize admittance** to the suite listed above:

**Access:** The guard or building engineers **cannot unlock** Tenant's space for Tenant's employees and/or visitors. The Property Manager, only upon authorization from the person whom signed the Lease, or has been designated below, can authorize an engineer to unlock Lessee's space for a fee of **\$25.00** per lock to be assessed to Tenant. Tenant must show driver's license in order to gain access and license number shall be recorded by property management.

Name & Title	Direct Phone	Home Phone	Mobile Phone	e-mail address

After normal business hours, please admit individuals into the **building** not possessing keys to our office on the following basis (check one):

(Please note: This is strictly admission into the building not into the suite. Suite access must be approved as stated above)

- Anyone presenting reasonable identification
- Only persons cleared by phone with any of the above persons
- No one without our written authorization

**DAY TO DAY BUSINESS OPERATIONS:**

Please list below persons to be contacted for day-to-day business operations and communications with Building Management. **All Tenant Advisory notices and communication requests and responses will go through these individuals only.**

Name & Title	Main Phone	Direct Phone	e-mail address

**WORK ORDER, SERVICE AND PROPERTY REMOVAL REQUESTS:**

Please list below persons authorized to request and sign for work, including billable requests, service the removal of material or equipment from building: Work Orders are considered: key request, temperature control, security, maintenance, housekeeping or any other building related items. Building Management kindly reminds everyone that all types of requests including light bulb changes, hot/cold calls, etc. should be filtered only through the Authorized Suite Contact in order to best accommodate your firm. This will greatly increase our ability to effectively respond to your needs.

Name & Title	Suite/Floor	Direct Phone	e-mail address

**\*\*IF AT ANY TIME THE ABOVE INFORMATION NEEDS TO BE MODIFIED OR CHANGED, PLEASE NOTIFY THE JLL BUILDING MANAGEMENT OFFICE IMMEDIATELY.\*\***



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Date: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

**BILLING**

Please list below person to be contacted regarding payment of rent (or where the rent statement should be mailed):

\_\_\_\_\_  
**Name:**  
 \_\_\_\_\_  
**Title:**  
 \_\_\_\_\_  
**Street Address:**  
 \_\_\_\_\_  
**City, ST & ZIP**  
 \_\_\_\_\_  
**Phone:**  
 \_\_\_\_\_  
**Fax:**  
 \_\_\_\_\_  
**E-mail Address:**  
 \_\_\_\_\_

**RINGCLEAR NOTIFICATIONS**

In the event of an emergency (severe weather updates, building closing due to power outages, etc) we have contracted with RingClear to automatically send voice messages to our tenants. Below please list two (2) members of your organization (local and/or national offices) that should receive such notification.

\_\_\_\_\_  
**Name**  
 \_\_\_\_\_  
**Mobile Phone**  
 \_\_\_\_\_  
**Direct Office Phone**  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Name**  
 \_\_\_\_\_  
**Mobile Phone**  
 \_\_\_\_\_  
**Direct Office Phone**  
 \_\_\_\_\_

**DESIGNATED FIRE WARDEN CONTACT INFORMATION FORM**

The information provided in this form will enable us to coordinate with appropriate personnel in the event of an emergency. The Fire Warden will also be a key contact for the Office of the Building in case of power failures, medical emergencies or other emergency situations.

**DESIGNATED FIRE WARDEN & DEPUTY FIRE WARDEN:**

Please list below persons to be contacted in case of an emergency:

Name & Title	Direct Phone	Mobile Phone	E-mail Address

**SPECIAL ASSISTANCE:**

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 employee is on):

Person in need of Assistance	Direct Phone	E-mail Address	Designated Buddies	Direct Phone	E-mail Address
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		

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