



1515 & 1555 Poydras
 1515 Poydras Street, Suite 105
 New Orleans, LA 70112
 Tel +504.585.2670

Tenant Authorization, Emergency Contact & Business Contact Information

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, email to our Tenant Service Representative at tsrpoyras@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: _____ Main Phone: _____ Alt Phone: _____

Hours of Operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please attach a list of your firm's holiday schedule.

Suite Access

Please list below persons to be contacted to authorize admittance to the suite listed above. Courtesy Officers or Building Engineers cannot unlock tenant spaces for 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 the tenant space for a fee of \$25.00 per lock that needs to be accessed. Tenant must show driver's license in order to gain access. License number shall be recorded by Property Manager.

Name	Title	Mobile Phone	E-mail

Day to Day Business Operations

Please list below person to be contact for day-today business operations and communications with Building Management. All Tenant Advisories and communication requests will go through these individuals only.

Name	Title	Mobile Phone	E-mail

Emergency Notifications

In the event of an emergency (severe weather, power outage, etc) notifications from RedFlag will be sent via email, text, and voice message to persons listed below. No more than 2 persons per suite will receive these notifications.

Name	Mobile Phone	Direct Office Phone	E-mail

Work Order, Service & Property Removal Requests

Please list below persons authorized to request and sign for work within your suite, including billable requests. Building Management kindly reminds you that all work order requests should be filtered only through authorized contacts in order to best accommodate your firm. Persons listed below will be given access to the online work order system: [360 Online Work Order System](#)

Name	Title	Mobile Phone	E-mail

Billing

Please list below persons to be contacted regarding payment of rent or where rental statements should be mailed.

Name	Title	E-mail

Street Address

Designated Fire Wardens

The fire warden will be the key contact for Property Management in case of power failures, medical emergencies, or other emergency situations. Please list designated fire wardens below.

Name	Title	Mobile Phone	E-mail

Special Assistance

Please list below any employees who may require special assistance during an emergency due to a disability. Multiple-floor tenants should indicate which floor each employee works from.

Persons Needing Assistance	Mobile Phone	E-mail	Designated Buddies	Mobile Phone	E-mail
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		
			1.		
			2.		

Please note - If at any time, the information above needs to be modified or changed, please notify the JLL Building Management Office immediately.