

TENANT CONTACT INFORMATION

PRACTICE NAME: _____ SUITE: _____

MAIN TELEPHONE NUMBER: _____ FAX NUMBER: _____

How many employees are within your office: _____

DESIGNATED EMERGENCY CONTACT(S) (In case of flood or fire who would we contact?)

1. Name: _____ Office number: _____ Mobile number: _____

2. Name: _____ Office number: _____ Mobile number: _____

DESIGNATED MAINTENANCE CONTACT(S) (To place work orders, service requests, etc.)

1. Name: _____ Office number: _____
Email: _____

2. Name: _____ Office number: _____
Email: _____

(Please be advised that all maintenance calls received by other personnel from your company will be referred to the above mentioned names.)

* Some unofficial notices, building information, etc. will be sent to the Designated Maintenance Contact(s).

ACCOUNTING CONTACT (Who to contact for financial purposes, operating expense, late rent, etc.)

1. Name: _____ Office number: _____
Email: _____

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO
LINCOLN HARRIS CSG
9301 N. Central Expressway, Suite 580
Tower II
Dallas, Texas 75231
Fax 972.980.9783
rdowell@lpc.com