

(Please Print or Type)

**TENANT:**

**CONTACT PERSON**

Please indicate the name of the individual in your group who has been designated as your "**contact person**" to communicate with the Property Management Office regarding temperature control, security, cleaning or any other building related items. All communication and response will be channeled through this individual. This will greatly increase our ability to effectively respond to your needs.

**SUITE NUMBER:**

**NAME OF CONTACT PERSON:** \_\_\_\_\_

**OFFICE PHONE:** \_\_\_\_\_