Jones Lang LaSalle Americas, Inc.
85 Broad Street New York NY 10004

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 e-mail it to JenniferM.thomas@am.jll.com, or mail it to the Management Office at the address above. If you have any questions, do not hesitate to call the Management Office at (646) 738-2300.

Name of Firm:_____

Suite No.: _____ Phone No.:_____ Fax No.: _____

Company Business Hours:_____

Please attach a list of your employees at this building as well as a company holiday schedule.

EMERGENCY:

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

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

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

- ☐ 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:

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, service the removal of material or equipment from building:

Name & Title	Main Phone	Direct Phone	e-mail address

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:

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 employees is on):

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