

THE TOWER

AFTER HOURS EMERGENCY CONTACT

Please provide us with the following information, which will allow building management to contact the appropriate party in case of an after-hours emergency. Regular business hours are defined as Monday through Friday, 8:00 a.m. to 6:00 p.m. Any situations that arise outside of those hours, and which warrant quick or immediate response, will be treated as an emergency and will result in an after-hours call. Do not hesitate to contact The Office of the Building if you have any questions or concerns.

Tenant Name: _____ **Suite Number:** _____

Contact Name: _____ **Title:** _____

Daytime Telephone Number: _____ **Extension:** _____

AFTER HOURS EMERGENCY CONTACT INFORMATION

This information should reflect the order in which emergency contacts should be called.

Contact 1 – name

Title

Telephone

Address

Contact 2 – name

Title

Telephone

Address

Special Instructions:

Tenant Signature _____ **Date** _____

Please return this form to The Office of the Building, Suite 100.