

TENANT INFORMATION

400-450 N. Brand Boulevard

Please complete the following tenant information and return to our management office:
Attention Lillian Lainez & Maria Gutierrez, Suite 160

Company Name: _____

Address: _____

Office Telephone #: _____

Office Fax # _____

E-mail Address: _____

Accounts Payable Contact: _____

Number of Employees: _____

Emergency/Security Contact Information

Please list the name(s) of one or two persons who are to be contacted in case of an emergency occurring after working hours:

Name: _____ Title: _____ Home Phone: _____

Alternate Phone: _____

Name: _____ Title: _____ Home Phone: _____

Alternate Phone: _____

Building Services Authorization

Please list the name(s) of the person or persons who will be in charge of your office as far as building services are concerned, and are authorized to request special or overtime services and access cards.

Name: _____ Title: _____ Office Phone: _____

E-mail: _____

Name: _____ Title: _____ Office Phone: _____

E-mail: _____

Thank you for your assistance.