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| **Last Name** | **First Name** | **Building** | **Floor** | **Suite** | **Email Address** | **Main Work Number** | **Tenant Contact**  ***(Main Contact, Management Issues, etc.)*** | **Accounting Contact *(Rent Increases, Escalations, etc.)*** | **Receive Building Notifications and Events** | **Authorize Billable Charges *(work orders, HVAC overtime, etc.)*** | **Request Services**  **(Lights, cleaning, etc.)** | **Request Reservations**  **(Conference Room/Freight Elevator)** |
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**Please submit the completed form to the Management Office.**

**CONTACT INFORMATION:***Please enter your contacts who will work directly with the Building Management Office. Contact’s responsibilities consist of, submitting requests, accounting representative, authorize billable charges, etc.*

**EMERGENCY INFORMATION:***Please enter your contacts who will need to receive emergency notifications, perform floor warden duties, or require assistance during an emergency.*

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| **Last Name** | **First Name** | **Building** | **Floor** | **Suite** | **Email Address** | **Main Work Number** | **Cell Number** | **Emergency Afterhours Contact** | **Receive Emergency Notifications** | **Floor Warden/Suite Monitor/Fire Drill Contact** | **Certified in CPR/First Aid** | **Disability-Needs assistance during a fire drill\*** | **Needs Assistance\* Special Notes: Enter detailed description of what assistance is needed.** |
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**BUILDING ACCESS CARDS**

*Building Business Hours: Monday through Friday, 6:00 a.m. to 6:00 p.m. \*\*\*Access cards are needed for building access outside of business hours, including weekends.*

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| **Last Name** | **First Name** | **Building** | **Floor** | **Suite** | **Card Number** |
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**TENANT SUITE ACCESS CARDS**

*If your suite requires an access card, please provide Shorenstein 2 cards for emergency access only.*

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| **Last Name** | **First Name** | **Building** | **Floor** | **Suite** | **Card Number** |
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