



## TENANT EMERGENCY INFORMATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address if other than Business Address:

\_\_\_\_\_

\_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Business Operating Hours: \_\_\_\_\_

Type of Business: \_\_\_\_\_

# of Employees: \_\_\_\_\_

Website Address: \_\_\_\_\_

### Security Information: (if applicable)

Alarm System: \_\_\_\_\_ Key Pad Entry: \_\_\_\_\_ Card Access: \_\_\_\_\_

Security Company Name & Number: \_\_\_\_\_

Management Code: \_\_\_\_\_ Janitorial Code: \_\_\_\_\_

### A/R Contact for Statements/Rent Payments:

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Tenant News/Info Email Notifications:

\_\_\_\_\_

### Emergency Contacts – for after hours contact in case of Fire, Theft or Flood

(please do not put office numbers as this is for after-hours use)

**Primary Contact Person:** \_\_\_\_\_

Phone Numbers: Main: \_\_\_\_\_ Cell: \_\_\_\_\_

**Secondary Contact Person:** \_\_\_\_\_

Phone Numbers: Main: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Special Comments/Instructions: \_\_\_\_\_

\_\_\_\_\_

The above information reflects what we currently have on file for your company. Please make any changes necessary and email to Janelle Westbrook at [Janelle.westbrook@am.jll.com](mailto:Janelle.westbrook@am.jll.com). If you have any questions, please call 972-674-8097.