



TENANT INFORMATION AND AUTHORIZATION

Please fill out this form and return it to the Jones Lang LaSalle building management office in Tower 1, Suite 115, by fax to 303.200.9425, or by email to nichole.depass@am.jll.com.

Company _____

Tower _____ Suite _____ Phone _____ Date _____

Approximate number of employees in this office _____

EMAIL DISTRIBUTION (FOR BUILDING NEWS AND UPDATES)

Name _____ Email _____

Name _____ Email _____

DAILY CONTACT

Name _____ Title _____ Phone # _____

Email _____ Cell# _____ Other# _____

AFTER HOURS CONTACT – PLEASE LIST IN THE ORDER IN WHICH THEY SHOULD BE CONTACTED.

1. Name _____ Title _____ Home # _____

Email _____ Cell # _____ Other # _____

2. Name _____ Title _____ Home # _____

Email _____ Cell # _____ Other # _____

3. Name _____ Title _____ Home # _____

Email _____ Cell # _____ Other # _____

4. Name _____ Title _____ Home # _____

Email _____ Cell # _____ Other # _____

THE FOLLOWING PERSON(S) IS/ARE AUTHORIZED TO ACT ON BEHALF OF TENANT IN SUCH MATTERS AS:

- Card access requests/changes
- Requests to change locks
- Ordering or changing tenant signage
- Equipment removal
- Requests for billable services
- Ordering after hours fans / air
- Parking requests
- After hours access for guests, vendors, etc.

Name _____ Title _____ Phone # _____

Name _____ Title _____ Phone # _____

Name _____ Title _____ Phone # _____