

Form A
100 EAST
TENANT INFORMATION SHEET

PLEASE FILL OUT AND RETURN TO THE 100 EAST MANAGEMENT OFFICE VIA EMAIL TO cvaughn@hertzgroup.com.

TO FILL OUT THE FORM, SIMPLY ENTER THE INFORMATION IN EACH FIELD THEN HIT "TAB" OR ARROW TO MOVE TO THE NEXT FIELD.

TODAY'S DATE: _____
CHANGES MADE: YES NO

COMPANY INFORMATION

COMPANY NAME: _____
SUITE NUMBER: _____
HOURS OF OPERATION: _____
ELEVATOR HOURS: _____
NUMBER OF EMPLOYEES: _____
MAIN PHONE NUMBER: _____
MAIN FAX NUMBER: _____
COMPANY WEBSITE: _____
MAILBOX NUMBER: _____

DAILY CONTACT

NAME (First and Last): _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

CARDKEY AUTHORIZATION

NAME (First and Last): _____
NAME (First and Last): _____

ANGUS SYSTEM CONTACT

(1) NAME (First and Last): _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____

(2) NAME (First and Last): _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____

(3) NAME (First and Last): _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____

BUILDING EMERGENCY CONTACTS:

Please list the name and contact information the individuals from your firm we can contact in case of an emergency. We will call in sequence until contact is made. These numbers are for EMERGENCY USE ONLY and will be held strictly CONFIDENTIAL.

(1) NAME (First and Last): _____
HOME TELEPHONE: _____
CELL PHONE: _____
EMAIL ADDRESS: _____

(2) NAME (First and Last): _____
HOME TELEPHONE: _____
CELL PHONE: _____
EMAIL ADDRESS: _____

(3) NAME (First and Last): _____
HOME TELEPHONE: _____
CELL PHONE: _____
EMAIL ADDRESS: _____

BILLING CONTACT

NAME (First and Last): _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

LEASING CONTACT

NAME (First and Last): _____
TITLE: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

LEGAL NOTICE CONTACT (For Internal Use Only)

NAME (Company or Individual): _____
ADDRESS: _____
ATTENTION: _____

PERSONNEL WITH SPECIAL NEEDS

Please list the name(s) of employees and their specific needs as it relates to a building evacuation during an emergency.

- 1) _____
- 2) _____

TENANT WARDEN LISTING (For Internal Use Only)

NAME:	E-MAIL:	DIRECT PHONE#
WARDEN		
ASSISTANT		