

**300 West 6<sup>th</sup>**  
**Tenant Information Request Form**

Please complete and fax back to the management office at (512) 853-8306 or e-mail to Carlee Wineholt at [cwineholt@endeavor-re.com](mailto:cwineholt@endeavor-re.com)

Note: Building-wide email notices from the management offices will be sent to the primary and secondary contacts. If you would like additional contacts to be added to the e-mail distribution list please e-mail Carlee Wineholt at [cwineholt@endeavor-re.com](mailto:cwineholt@endeavor-re.com)

Company Name: \_\_\_\_\_

Building/Suite Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Office Contact**

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

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

**Secondary Office Contact**

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

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

**Emergency After-Hours Tenant Contacts**

Please list emergency after-hours contacts in the order they are to be called.

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Emergency IT Tenant Contacts

Please list emergency IT after-hours contacts in the order they are to be called.

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Authorized Service Requesters

Please list the name and e-mail address of individuals who are authorized to request services from the Management Office work order system. The service contact person(s) shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services.) *We will only accept work orders or requests from the Tenant Authorized Contacts noted on this form.* Individual e-mail addresses will be used by the Management Office for the limited purpose of providing the Tenant Authorized Contacts with information about the building, your tenancy and the requested products and services.

1. Name: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Email address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Email address: \_\_\_\_\_

## Floor Warden

Information on the role of floor wardens can be found in the Building Procedures and Safety Guide.

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

Phone: \_\_\_\_\_

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

### **Billing Contact**

Please list the person responsible for receiving any billing information, (rent, sundry invoices, etc.)

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

Phone: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

Address (if different from leased premises):

\_\_\_\_\_

\_\_\_\_\_