



2000 West Loop South  
Suite 150  
Houston, Texas 77027  
Phone: 713.871.8252  
Transwestern.com

## 2000 West Loop South TENANT CONTACT INFORMATION

**Company:** \_\_\_\_\_  
**Physical Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Main Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Type of Business** (e.g., oil field, consulting, etc.): \_\_\_\_\_

**Tenant Authorized Person:** (Authorized to approve access cards, billable work orders, and receive official building notices)

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Is this number a direct line?** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**Tenant Coordinators (2):** (Calls in hot/cold HVAC requests and other misc. work orders through Angus) **Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Is this number a direct line?** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Is this number a direct line?** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**Tenant Accounting Contact:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Is this number a direct line?** \_\_\_\_\_  
**Fax:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Tenant Emergency Contacts:**

Please list **AT LEAST** three (3) people with your company we can contact in case of a building emergency during and after business hours.

<b>Name:</b>	<b>Mobile Telephone:</b>	<b>E-mail Address:</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Fire Wardens (City of Houston Certified):**

Please list all Fire Wardens for your suite. (One Fire Warden is required for every 7,500 sq ft):

<b>Name</b>	<b>Mobile Telephone:</b>	<b>E-mail Address:</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**PLEASE DROP OFF OR EMAIL THIS FORM TO THE PROPERTY MANAGEMENT OFFICE  
SUITE 150 OR 2000WLSMANAGEMENTOFFICE@TRANSWESTERN.COM**