

2000 West Loop South
Tenant Contact Form

Company Information:

Tenant Name

Suite #

Telephone #

Facsimile #

Type of Business

(If different than above)

Address for Lease Notices:

Address for Rental Statements:

Can rental statements be emailed? If so, please provide email address.

Tenant Contact:

(Please designate a local contact for day to day management office interaction)

Name

Title

Telephone

Fax

Email

Emergency & After Hours Contacts

(Please provide mobile number and email address for emergency notifications via text and email)

Name

Mobile #

Email Address

Name

Mobile #

Email Address

Name

Mobile #

Email Address

Name

Mobile #

Email Address

The management office and its representatives will not allow access to any employee into your suite. Should an employee lose their suite key and want admittance, could any of the above verbally authorize entrance? Yes No

PLEASE RETURN THIS FORM TO THE MANAGEMENT OFFICE AS SOON AS POSSIBLE
Telephone: 713.871.8252 Fax: 713.961.5447 Email: Hayley.gift@transwestern.com