



# Tenant Contact Information Form

The Lincoln Centre Management office maintains a list of Authorized Tenant Contacts. This list of employees is people whom our management and security staff can contact during and after business hours. ONLY the people listed are "Authorized" as contacts for your company. Please update this form regularly with the management office to ensure accurate and up-to-date information.

Please return the completed form to [mandycardenas@cousinsproperties.com](mailto:mandycardenas@cousinsproperties.com) or fax 972.770.2441. Thank You!

## General Information

Web Address:

Company Name:  Suite #:

Office Phone #:  Office Fax #:

# Of Employees in your office:  Does your suite have its own AC unit?

List any Sub-Tenants:

## Contact Information

	Contact Name	Direct Phone #	E-Mail
Primary:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternate:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fire:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Executive:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Concierge:	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Emergency After-Hours Information

	Contact Name	Cell Phone	Home Phone
First:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Third:	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Disabled Persons Information

Contact Name	Direct Phone #	Location in Office
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Authorized Contacts for Conference Room Reservations

Contact Name	Direct Phone #	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Authorized Contacts for Certificates of Insurance

Contact Name	Direct Phone #	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Corporate Office Information

Contact Name	Direct Phone #	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Legal Contact Information

Contact Name	Direct Phone #	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Accounting Contact Information

Contact Name	Direct Phone #	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

\_\_\_\_\_  
Authorized Tenant Signature

\_\_\_\_\_  
Authorized Tenant Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Submitted

For Lincoln Centre  
Management Office:

\_\_\_\_\_  
Received & Updated By

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Received