



TENANT AUTHORIZATION, EMERGENCY CONTACT & BUSINESS CONTACT INFORMATION SHEET

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day-to-day operations of the property or in the event of an emergency. Once you have filled out this information sheet, kindly email it to ariel.medina@am.jll.com. If you have any questions, do not hesitate to call the Management Office at 973-889-2029.

Name of Firm: _____

Suite No.: _____ Phone No.: _____ Fax No.: _____

Company Business Hours: _____

Please attach a list of your employees at this building and company holiday schedule.

EMERGENCY: These employees will receive tenant email blasts and any building communication.

Please list below the individuals to be contacted in case of an emergency or to authorize admittance to the suite listed above:

Name & Title	Office Phone	Home Phone	Cell Phone	e-mail address

After normal business hours, please admit individuals not possessing keys to our office on the following basis (check one):

Anyone presenting reasonable identification.

Only persons cleared by phone with any of the above persons.

No one without our written authorization.

DAY TO DAY BUSINESS OPERATIONS:

Please list below persons to be contacted for day-to-day business operations:

Name & Title	Office Phone	Cell Phone	e-mail address

WORK ORDER, SERVICE AND PROPERTY REMOVAL REQUESTS:

Please list below persons authorized to request and sign for work, service the removal of material or equipment from building:

Name & Title	Office Phone	Cell Phone	e-mail address



BILLING

Please list below person to be contacted regarding payment of rent (or where the rent statement should be mailed):

Name:

Title:

Street Address:

City, ST & ZIP:

Phone:

Fax:

E-mail Address:

SPECIAL ASSISTANCE

Please check "YES" or "NO". If "YES", please list below any employees who may require special assistance during an emergency due to a disability (for multiple-floor tenants please indicate which floor each employee is on):

Yes

No

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