

# 1100 Louisiana Tenant Contacts

Tenant Name: \_\_\_\_\_  
Main Suite: \_\_\_\_\_

---

The "Tenant Contact" is the person who will be the primary day-to-day contact with Hines for issues affecting your suite. Some examples are notification of building closings, access into your suite, service and repair requests, and emergency response during the day. The "After Hours / Emergency Contact" is the person our staff will contact for after hours emergencies affecting your suite, such as power loss, water leaks, alarms and security issues, or if any unauthorized person needs access into the building and/or your suite on your company's behalf.

In order to provide the best service to you, we request that you make any necessary changes below and fax it back to the Property Management Office at (713) 759-9257.

## Tenant Contact(s):

Primary Contact: \_\_\_\_\_

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

Office Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

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

Office Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Third Contact (if applicable): \_\_\_\_\_

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

Office Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

---

## After Hours / Emergency Contact(s) – (Three points of phone/email contact are requested.)

Primary Contact: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Secondary Contact: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Third Contact (if applicable): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Use an additional sheet, if needed.