

# 1100 Louisiana - Tenant Contact Form

**Tenant Name:** \_\_\_\_\_

**Main Suite:** \_\_\_\_\_ **Main Phone Number:** \_\_\_\_\_

The Tenant Contact is the primary day-to-day person Hines staff will contact for issues affecting your suite. For example, notifications of building closures, access into your suite, service or repair requests and emergency response during the day.

The After-Hours/Emergency Contact is the person Hines staff will contact for after-hours emergencies affecting your suite. For example, power loss, water leaks, alarms and security issues or if an unauthorized person needs access into the building on your company's behalf.

In order for Hines to provide the best service, please fill out the information below and email [franchesca.fuentes@hines.com](mailto:franchesca.fuentes@hines.com) and [roseanne.martinez@hines.com](mailto:roseanne.martinez@hines.com).

## Tenant Contact(s):

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

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

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

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

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

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

- Tertiary Contact (if applicable): \_\_\_\_\_

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

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

## After-Hours/Emergency Contact(s):

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

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

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

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

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

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

- Tertiary Contact (if applicable): \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_