

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 carri.russo@hines.com and 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: _____