

## AFTER HOURS EMERGENCY CONTACT

Please provide us with the following information, which will allow the Management Office to contact the appropriate party in case of an after-hours emergency. Regular business hours are defined as Monday through Friday, 8:00 a.m. to 6:00 p.m. Any situation that may arise outside of those hours, and which warrant quick or immediate response, will be treated as an emergency and will result in an after-hours call. Do not hesitate to contact the Management Office if you have any questions or concerns.

---

---

<b>Tenant Name:</b>	_____	<b>Department:</b>	_____
<b>Contact Name:</b>	_____	<b>Title:</b>	_____
<b>Daytime Phone Number/Extension:</b>	_____	<b>Cell Phone:</b>	_____
<b>Email Address:</b>	_____		

---

---

## AFTER HOURS EMERGENCY CONTACT INFORMATION

This information should reflect the order in which emergency contacts should be called.

### Contact Person #1

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Telephone/ Extension

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Email Address

### Contact Person #2

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Telephone/ Extension

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Email Address

**Special Instructions:** \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_