



TENANT CONTACT AND EMERGENCY INFORMATION

Please complete the information requested below. Please sign and date. You may fax the form to (404) 577-5799, email it to p230info@portmanholdings.com or return it to the Management Office in Suite 1600 *as soon as possible*. This information is for emergency use only and will not be distributed to anyone other than Portman Management Company and emergency personnel. This information is necessary to enable us to contact your designated representative in the event of an after-hours emergency. The daytime Tenant Contact Information will also help us to contact the proper personnel should we have any administrative, maintenance, or billing questions.

TENANT INFORMATION

TENANT NAME: _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

SUITE #: _____ NUMBER OF EMPLOYEES: _____

PHONE: _____ FAX NUMBER: _____

OFFICE MANAGER / MAIN CONTACT: _____

PHONE #: _____ E-MAIL ADDRESS: _____

BILLING ADDRESS (IF DIFFERENT FROM ABOVE): _____

BILLING CONTACT NAME: _____ PHONE: _____

TYPE OF BUSINESS: _____

EMERGENCY NOTIFICATION LISTING

(Please list cell numbers and home numbers, if available)

NAME: _____

CELL PHONE: _____ HOME NUMBER: _____

NAME: _____

CELL PHONE: _____ HOME NUMBER: _____

NAME: _____

CELL PHONE: _____ HOME NUMBER: _____

NAME: _____

CELL PHONE: _____ HOME NUMBER: _____

Signed and Approved by: _____ **Date:** _____