

# CHECKLIST FOR ENERGY CENTER TENANTS

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Location	<input type="text"/>	Suite #	<input type="text"/>
Tenant Name	<input type="text"/>	Current Date	<input type="text"/>
Phone	<input type="text"/>	E-mail	<input type="text"/>

1. PLEASE SELECT A FOUR OR FIVE DIGIT NUMBER CODE FOR FRONT DOOR ACCESS. THE FRONT DOOR IS ACCESSIBLE 24 HOURS PER DAY, SEVEN DAYS A WEEK. THE MAGNETIC LOCKING DEVICE WILL SECURE THE FRONT DOOR FROM 5:30 PM TO 7:45 AM ON WEEKDAYS AND ALL OF SATURDAY AND SUNDAY.

YOUR CODE CHOICE IS:  \* PUSH ASTERISK BUTTON AFTER ENTERING YOUR CODE.

2. DO YOU NEED A MAILBOX KEY?

Yes  No

3. HOW MANY KEYS DO YOU NEED FOR YOUR OFFICE DOOR(S)?

4. PLEASE STATE YOUR PREFERENTIAL LISTING FOR THE DIRECTORY:

5. A FIVE INCH BY TEN INCH HALLWAY SIGN IS COMPLIMENTARY FROM THE ENERGY CENTER. IN THE SPACE BELOW INFORM ME OF YOUR PREFERRED COMPANY LISTING:

6. WILL YOU OR YOUR CUSTOMERS BE USING THE ELEVATOR?

Yes  No

Call SBC to establish your phone service.

Then call a private vendor to connect your phone line to your office.