



Development Management Leasing

Dated: _____

TENANT EMERGENCY CONTACT INFORMATION

In the event of an after-hours emergency, it may become necessary for us to contact a member of your staff. Please be assured that these numbers will remain confidential and will only be used should an emergency occur such as a fire, flood, or power outage, necessitating after-hours notification of your staff.

BUILDING NAME: _____ SUITE NUMBER(S): _____

BUILDING ADDRESS: _____

TENANT NAME: _____

DAYTIME PHONE NUMBER: _____ FAX NUMBER _____

TENANT EMERGENCY CONTACTS

1. NAME: _____

HOME PHONE NUMBER: _____

ALTERNATE NUMBER: _____ Cell Other

2. NAME: _____

HOME PHONE NUMBER: _____

ALTERNATE NUMBER: _____ Cell Other

3. NAME: _____

HOME PHONE NUMBER: _____

ALTERNATE NUMBER: _____ Cell Other

ON-SITE OFFICE CONTACTS

On-Site Office Manager: _____

Day-time direct line or extension number: _____

E-mail Address: _____

On-Site Assistant Office Manager: _____

Day-time direct line or extension number: _____

E-mail Address: _____

RENTAL INFORMATION CONTACT

Name: _____ Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Please return via fax to the WPC Management Office at (240) 497-0367

It is the responsibility of each tenant to keep a fully updated contact form on file with the Management Office in the event of after-hours emergencies.