



JL PROPERTIES, INC.
REAL ESTATE DEVELOPMENT & MANAGEMENT

Tenant Representative Form

Please complete the information below and return to the management office. For each tenant in the building, the Property Management Office requests the names of two (2) people for contact purposes. The first is the Tenant Contact who will be responsible for requesting services from the Property Management Office. This person should be authorized to sign service requests for additional work, submit access requests, and other tenant services, which may have additional cost associated. The second name is that of an alternate contact. We are also requesting the home telephone numbers of these individuals in case of an after-hours emergency. **All home telephone numbers are kept strictly confidential.**

Company Name _____ Suite _____

Tenant Contact _____ Title _____

Work Telephone _____ Home Telephone _____

Cell Phone _____ E-mail Address _____

Signature _____

Alternate Contact _____ Title _____

Work Telephone _____ Home Telephone _____

Cell Phone _____ E-mail Address _____

Signature _____

Accounting Contact _____ Title _____

Work Telephone Number _____

Address Invoices Should Be Mailed To _____

OFFICE USE ONLY

Date Received _____ ANO Tower Employee: _____

System User Names _____

Comments: _____