



# Tenant Contact & Authorized Signatures Form

150 S. El Camino Drive, Beverly Hills, CA 90212

Tenant Name: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Main Contact Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Primary Email: \_\_\_\_\_

**Building and/or Suite Access and Property Removal:** *(Authorized to grant access to your suite and remove property)*

1. Print Name	2. Contact Number	3. Email
_____	_____	_____

1. _____	2. _____	3. _____
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**Billable Services:** *(Authorized to sign for any billable services, such as key copies, overtime H.V.A.C., etc.)*

1. Print Name	2. Contact Number	3. Email
_____	_____	_____

1. _____	2. _____	3. _____
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**Emergency Contact:** *(Individuals to be called in case of an emergency during non-business hours)*

1. Print Name	Contact Numbers	
_____	_____	(Primary Contact Number)
	_____	(Alternate Contact Number)
2. _____	_____	(Primary Contact Number)
	_____	(Alternate Contact Number)
3. _____	_____	(Primary Contact Number)
	_____	(Alternate Contact Number)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_