



TRANSWESTERN

TENANT INFORMATION SHEET ONE NORTHWIND PLAZA

Company Name: _____ Suite Number: _____
Main Telephone Number: _____ Fax Number: _____

Authorized Personnel to be Contacted for Emergencies/After Hours Access

Contact Name	Office No. & Extension	Home No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Personnel to Request After Hours Air Conditioning

Contact Name	Office No. & Extension	Home No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Personnel to Approve Access Card Issuance and Property Removal

Contact Name	Office No. & Extension	Home No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Personnel to Report Maintenance Issues

Contact Name	Office No. & Extension
_____	_____
_____	_____
_____	_____

Legal Notice Information

Contact Name

Legal Notice Address

Telephone No.

Please check the holidays your office observes (office is closed).

New Year's Day	_____	Independence Day	_____	Christmas Eve	_____
President's Day	_____	Labor Day	_____	Christmas Day	_____
Good Friday	_____	Thanksgiving Day	_____	Day after Christmas	_____
Memorial Day	_____	Day after Thanksgiving	_____	Other	_____

Please list your business hours and any after-hours work done on a regular basis.

Office Hours	Monday-Friday	_____
After-Hours	Saturday	_____
After-Hours	Sunday	_____

Please list the number of employees that are in your office on a daily basis.

Please list two (2) email addresses if you would like to have communication via email.

Employee Name

Email Address

Please list any employees who would require assistance in evacuating the building in the event of an emergency. Please notify us of any future changes promptly.

Employee Name

Office No. & Extension

Floor

Authorized By: _____ **Date:** _____

Please fax your completed form to the management office at 713.939.8936.

**Transwestern
7600 W. Tidwell #106
Houston, Texas 77040
Phone: 713.939.9300
Fax: 713.939.8936**