



JLL
 Metropolitan Square Building
 211 N. Broadway, Suite 1290
 St. Louis, MO 63102
 Tel + 314.436.1212 Fax +314.436.7391

TENANT AUTHORIZATION, EMERGENCY CONTACT & BUSINESS CONTACT INFORMATION SHEET

The information provided in this form will enable us to coordinate building activities and share information with appropriate parties in the day to day operations of the property or in the event of an emergency. Once you have filled out this information sheet, kindly fax it to 314.436.7391, or email it to Elizabeth Watson at: elizabeth.watson@am.jll.com. If you have any questions, do not hesitate to call the JLL Management Office at 314.436.1212.

Name of Firm: _____

Suite No.: _____ Phone No.: _____ Fax No.: _____

Company Business Hours: _____

EXECUTIVE CONTACTS: Please list below all executive contacts.

Name & Title	Main Phone	Direct Phone	e-mail address

EMERGENCY: Please list below persons to be contacted in case of an emergency or to authorize admittance to the suite listed above:

Name & Title	Direct Phone	Home Phone	Mobile Phone	e-mail address

After normal business hours, please admit individuals not possessing keys to our office on the following basis (check one):

- Anyone presenting reasonable identification
- Only persons cleared by phone with any of the above persons
- No one without our written authorization

DAY TO DAY BUSINESS OPERATIONS:

Please list below persons to be contacted for day-to-day business operations:

Name & Title	Main Phone	Direct Phone	e-mail address

WORK ORDER, SERVICE AND PROPERTY REMOVAL REQUESTS:

Please list below persons authorized to request and sign for work, service the removal of material or equipment from building:

Name & Title	Main Phone	Direct Phone	e-mail address