



Corporate Realty, Inc.
 Benson Tower
 1450 Poydras Street, Suite 404
 New Orleans, LA 70112
 tel (504) 493-6760 fax (504) 493-6767

TENANT AUTHORIZATION AND EMERGENCY CONTACT SHEET

Date: _____ **Number of employees in your suite:** _____

Name of Company: _____ Suite Number: _____

Phone: _____ Fax: _____

Please indicate one (1) individual designated as the "**contact person**" and one (1) individual as the "**back up contact person**" to communicate with Building Management regarding keys, temperature control, security, maintenance, housekeeping or any other building related items. All communication requests and responses will be **emailed** through these individuals. These individuals are to submit all requests to Building Management via the Service Request System located on Benson Tower's website (www.BensonTowerNOLA.com). This will greatly increase our ability to effectively respond to your needs.

Name: _____ Phone: _____ **E-mail:** _____

Name: _____ Phone: _____ **E-mail:** _____

Below, please list persons to be contacted in an EMERGENCY or to authorize elevator access afterhours:

<u>NAME</u>	<u>Direct Office Line</u>	<u>AFTER Hrs Phone</u>	<u>EMAIL – Office & Personal</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____