

**Tenant Contact, Emergency Contact and Authorization for Access**

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

Project: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

Tenant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Notice Address: \_\_\_\_\_  
Street City State Zip

Billing Address: \_\_\_\_\_  
Street City State Zip

Please list the full name of each individual that is authorized to contact Landlord on behalf of Tenant regarding matters pertaining to the Tenant, the Lease, and/or the Leased Premises and indicate what authorization each person is provided by checking the appropriate boxes below.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

	Leasing and Management		
<b>Add</b>	Accounting	Phone: _____	Second Phone: _____
<b>Change</b>	Emergency		
<b>Remove</b>	Grant Regular Access	Email: _____	
	Grant Emergency Access		
	Authorized to Incur Charges	Address: _____	
		<small>Street City State Zip</small>	

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

	Leasing and Management		
<b>Add</b>	Accounting	Phone: _____	Second Phone: _____
<b>Change</b>	Emergency		
<b>Remove</b>	Grant Regular Access	Email: _____	
	Grant Emergency Access		
	Authorized to Incur Charges	Address: _____	
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Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

	Leasing and Management		
<b>Add</b>	Accounting	Phone: _____	Second Phone: _____
<b>Change</b>	Emergency		
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	Grant Emergency Access		
	Authorized to Incur Charges	Address: _____	
		<small>Street City State Zip</small>	

The above information shall be incorporated into the lease agreement dated the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Tenant listed above and Landlord, GJ Braun Corporation d/b/a Braun Enterprises, AGENT for \_\_\_\_\_, and will remain in full force and effect until modified by Tenant in writing.

Signed and Certified

\_\_\_\_\_  
TENANT

By: \_\_\_\_\_

Name: \_\_\_\_\_

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