

# ONE BOSTON PLACE TENANT DATA SHEET

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

## OFFICE INFORMATION

Tenant/Company Name: \_\_\_\_\_

Suite Number: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Primary Tenant Contact: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## AFTER-HOURS CONTACT LIST

In the event that your office is closed, and we need to contact an individual from your office, who should be contacted? Please list the names in the order that our calls should be made:

1. \_\_\_\_\_ Home No.: (    ) \_\_\_\_\_

Cellular No: (    ) \_\_\_\_\_ Pager No.: (    ) \_\_\_\_\_

2. \_\_\_\_\_ Home No.: (    ) \_\_\_\_\_

Cellular No: (    ) \_\_\_\_\_ Pager No.: (    ) \_\_\_\_\_

3. \_\_\_\_\_ Home No.: (    ) \_\_\_\_\_

Cellular No: (    ) \_\_\_\_\_ Pager No.: (    ) \_\_\_\_\_

4. \_\_\_\_\_ Home No.: (    ) \_\_\_\_\_

Cellular No: (    ) \_\_\_\_\_ Pager No.: (    ) \_\_\_\_\_

5. \_\_\_\_\_ Home No.: (    ) \_\_\_\_\_

Cellular No: (    ) \_\_\_\_\_ Pager No.: (    ) \_\_\_\_\_

## OTHER IMPORTANT INFORMATION

### **Who should be contacted regarding your rent account?**

Name: \_\_\_\_\_ Office No.: (    ) \_\_\_\_\_

### **Who is your company's CEO/President?**

Name: \_\_\_\_\_ Office Location \_\_\_\_\_

### **Who are your designated Floor Marshal(s) in the event of a building alarm?**

Floor Marshal: \_\_\_\_\_ Office No.: (    ) \_\_\_\_\_

Alternate Floor Marshal: \_\_\_\_\_ Office No.: (    ) \_\_\_\_\_