

Tenant Information Update

Building Management is updating tenant information. Please fill out the information below and return it to OSP Suite 5000 or fax it to (713) 236-9741. If you have any questions, please call the Management Office at (713) 225-0565.

Company Name _____ Suite _____

Main Telephone # _____ Fax # _____

E-mail Address _____

Tenant Contact _____ Phone # _____

Secondary Tenant Contact _____ Phone # _____

Accounting Contact _____ Phone # _____

Billing Address _____

City _____ State _____ Zip _____

(1) Emergency After/Hours Contact _____ Home # _____

Alternate Phone: Cell Number _____ Pager Number _____

(2) Emergency After/Hours Contact _____ Home # _____

Alternate Phone: Cell Number _____ Pager Number _____

(3) Emergency After/Hours Contact _____ Home # _____

Alternate Phone: Cell Number _____ Pager Number _____

Tenant Fire Warden(s)

Please list your Fire Wardens below. If you are a full floor tenant, please list one per 7,500 square feet with a maximum of six. If you occupy less than a full floor, please list a minimum of two Fire Wardens.

Please list the name(s) of any employees who are disabled and would need special assistance during an emergency evacuation:

Number of employees per suite or floor (if full floor tenant): _____

Building Correspondence

Please list name and email address of individuals that are to receive information regarding building projects, holiday schedule, closures, etc.

