



## TENANT CONTACT FORM

Please provide your organization's points of contact for general and emergency communications. Accurate tenant contact information is essential to ensuring timely communications with our tenants. Thank you for your cooperation.

**HOW TO  
FILL OUT AND  
SUBMIT THIS  
FORM:**

Type responses directly in each of the fields below. When complete, submit form by e-mail to [OneWTCTManagement@durst.org](mailto:OneWTCTManagement@durst.org). **Be sure to save file prior to submitting or responses will be lost.**

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

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

Floor or Suite Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements  Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  Emergency Contact (After 5:00 PM and on weekends)  
 Secondary

**Contact Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements  Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  Emergency Contact (After 5:00 PM and on weekends)  
 Secondary

**Contact Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements  Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  Emergency Contact (After 5:00 PM and on weekends)  
 Secondary

**Contact Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements  Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  Emergency Contact (After 5:00 PM and on weekends)  
 Secondary



## TENANT CONTACT FORM - (CONT'D)

### Additional Contacts

**Contact Name:**

Work Phone:

Cell Phone:

Title:

Email Address:

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements

Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  
 Secondary

Emergency Contact (After 5:00 PM and on weekends)

**Contact Name:**

Work Phone:

Cell Phone:

Title:

Email Address:

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements

Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  
 Secondary

Emergency Contact (After 5:00 PM and on weekends)

**Contact Name:**

Work Phone:

Cell Phone:

Title:

Email Address:

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements

Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  
 Secondary

Emergency Contact (After 5:00 PM and on weekends)

**Contact Name:**

Work Phone:

Cell Phone:

Title:

Email Address:

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements

Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  
 Secondary

Emergency Contact (After 5:00 PM and on weekends)

**Contact Name:**

Work Phone:

Cell Phone:

Title:

Email Address:

PLEASE CHECK **ALL** THAT APPLY:  Property Management Office Announcements

Send Word Now (Emergency notification service alerts sent through Send Word Now)

Lobby Contact:  Primary  
 Secondary

Emergency Contact (After 5:00 PM and on weekends)