

TENANT CONTACT INFORMATION

Please fill out the information below and return by email to the Management Office at crystal.aguila@transwestern.com

COMPANY NAME: _____ BILLING ADDRESS: _____

SUITE #: _____ MAIN OFFICE PHONE #: _____ NUMBER OF EMPLOYEES: _____



TENANT CONTACT NAME: _____ OFFICE #: _____

EMAIL: _____ CELL #: _____

TENANT CONTACT NAME: _____ OFFICE #: _____

(for multiple tenant contacts only)

EMAIL: _____ CELL #: _____

OWNER/MANAGER NAME: _____ OFFICE #: _____

EMAIL: _____ CELL #: _____

BILLING CONTACT NAME: _____ OFFICE #: _____

EMAIL: _____ CELL #: _____



EMERGENCY CONTACT LIST

List below the name and telephone number of person(s) to contact in case of an emergency. Names should be listed in the order to be called. Three names are requested to ensure that at least one person can be reached. (Please do not list answering service)

1. CONTACT NAME: _____ OFFICE #: _____

EMAIL: _____ CELL #: _____

2. CONTACT NAME: _____ OFFICE #: _____

EMAIL: _____ CELL #: _____

3. CONTACT NAME: _____ OFFICE #: _____

EMAIL: _____ CELL #: _____



SECURITY & FIRE/LIFE SAFETY INFORMATION

ALARM COMPANY: _____ CODE #: _____

INFORMATION POLICE OR FIRE DEPT. SHOULD KNOW ABOUT YOUR SUITE/COMPANY: _____

2024 Observed Holidays

Company Name: _____

Date	Holiday	Closed (Y/N)
Monday, February 19	Presidents Day	
Friday, March 29	Good Friday	
Monday, May 27	Memorial Day	
Wednesday, June 19	Juneteenth	
Thursday, July 04	Independence Day	
Monday, September 02	Labor Day	
Monday, October 14	Columbus Day	
Monday, November 11	Veterans Day	
Thursday, November 28	Thanksgiving Day	
Tuesday, December 24	Christmas Eve	
Wednesday, December 25	Christmas Day	
Wednesday, Jan 1, 2025	New Years Day	

Please list below any other holidays or dates in which your company will be closed:
