

816 CONGRESS  
CUSTOMER CONTACT FORM

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COMPANY NAME: \_\_\_\_\_

SUITE(S): \_\_\_\_\_ OFFICE HOURS: \_\_\_\_\_

MAIN OFFICE TELEPHONE #: \_\_\_\_\_

Daily and Alternate contact:

- These individuals will communicate with the Property Management Office regarding maintenance & janitorial issues, hot/cold calls, parking validation requests or any other day-to-day building related items.
- All communication should be channeled through these individuals and all requests should be entered into the request systems at: [Cuz Customers](#).
- These individuals will also be included in all building wide email announcements and will be the point of contact in our Mass Communication System, Everbridge.

DAILY CONTACT: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Expense approval:

- These individuals are authorized to approve expenses such as afterhours HVAC charges, after hours Janitorial service, Parking Validations, above building standard light bulbs, above building standard repairs not covered by the Landlord/Owner per customer's Lease, etc.

NAME(S): \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Lease Contact:

- This individual will be our point of contact for any lease related items (Renewals, Right of First Refusal etc.) pertaining to your space leased here at 816 Congress.
- As required per your lease, these notifications will be delivered in person (if located at 816 Congress) or by courier, FedEx, UPS or by certified USPS mail.

LEASE CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Accounting Contact:

- This individual is the contact used for all accounting related communication including monthly miscellaneous invoices, Annual DOE reconciliation notices and Rent notification letters.
- These notifications can be delivered in person (if located at 816 Congress), by email or by USPS First class mail. Please indicate which you prefer and provide the correct address:
  - \_\_\_\_ Hand Delivery
  - \_\_\_\_ Email
  - \_\_\_\_ USPS First Class Mail

ACCOUNTING CONTACT PERSON: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

In case of an emergency after hours, on the weekend or holidays, it may be necessary to contact someone in your company. Please provide a contact number of at least two individuals whom we can contact should the need arise. Please be assured that all phone numbers will be treated confidentially.

| NAME | CONTACT NUMBER | TYPE (Home/Cell) |
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