



Del Amo Crossing

Tenant Emergency Contact/Authorized Personnel Listing

Company Name: _____

Address: _____ Hawthorne Blvd., Suite: _____

Type of business: _____ Phone# _____

Executive Contact: _____ Email: _____

Accounting Contact: _____ Email: _____

Daily Contact: _____ Email: _____

The Office of the Building may need to contact you after hours in case of an emergency.

After Hours Emergency Contact List

Persons listed below will be first contacted in case of an emergency after business hours. We will contact in the order provided.

Name

Title

Cell Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____

General Suite Access List

Any person not listed below will not be granted access to enter suite after business hours and/or will not be given access during business hours in the event key is forgotten. Please note there will be a charge of \$25 per occurrence to unlock a suite due to personnel forgetting keys or locking themselves out during business hours. (Security is not authorized to unlock doors)

Employee Names:

Employee Names:

Employee Names:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This information is strictly for the security of your suite and our building. All persons listed in the AFTER HOURS section are automatically included in the GENERAL SUITE ACCESS section unless otherwise noted.

Name of Person Completing Form: _____

Authorized Signature: _____ Date: _____