

# 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: \_\_\_\_\_