

TENANT CONTACT FORM

Please take a moment to update your afterhours tenant emergency contact information. This form can be returned to the management office via email to MSNPM@bostonproperties.com.

Company Name:

Suite:

Main Office Number:

Fax Number:

Tenant Contact:

Phone Number:

Alternate Contact:

Phone Number:

A. **After hours Contact** - Your designed emergency point of contact should be familiar with the following:

- Knowledge of office security monitoring system.
- Possess access codes and/or keys to the suite and security system (if applicable).

Please provide three (3) contacts in order of priority. All home on telephone are kept strictly confidential and will only be utilized in case of emergency.

Name	Title	Home/Cell Numbers