

**HINES WARNER CENTER**

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**TENANT CONTACT AUTHORIZATION**

**Tenant:** \_\_\_\_\_

The following person(s) is/are the authorized Tenant Contact(s) and has/have such authority to act on behalf of Tenant in such chargeable matters as:

1. **Ordering or changing Tenant signage**
2. **Requesting Vendor/Contractor Authorization**
3. **Ordering additional suite keys**
4. **Maintenance requests**
5. **Alterations and repairs**
6. **Requesting after-hours air conditioning**
7. **Equipment removal authorization**
8. **Providing suite and/or interior office access to locked out employees**

**Authorized Tenant Contact(s):**

**Signature**

**Primary Contact**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Office Telephone** \_\_\_\_\_

**Extension** \_\_\_\_\_

**Secondary Contact**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Office Telephone** \_\_\_\_\_

**Extension** \_\_\_\_\_

**By:** **Signature** \_\_\_\_\_

**Tenant's Principal, Officer or Senior Manager**

**Printed Name/Title** \_\_\_\_\_

**Date** \_\_\_\_\_