

Tenant Contact Form

Date: ___/___/___

Company Name: _____ Master Tenant (if applicable): _____

Building: _____ Suite: _____ Main Business Line: _____

The personnel listed below will be contacted in the event of a building emergency. Please list personnel in the order in which they should be contacted by the Management Office. These phone numbers will remain confidential.

1. Name: _____ Residence Phone Number: _____

Personal E-Mail: _____ Cell Phone Number: _____

2. Name: _____ Residence Phone Number: _____

Personal E-Mail: _____ Cell Phone Number: _____

The personnel listed below will be provided with an account for entering service requests through www.bptenantsservices.com. These personnel will have permission to create billable work orders, freight elevator reservations, and enter visitors. The Management Office will contact personnel based on the order they are listed below.

1. Name: _____ Business E-Mail: _____

Title: _____ Direct Business Line: _____

Cell Phone Number: _____

2. Name: _____ Business E-Mail: _____

Title: _____ Direct Business Line: _____

Cell Phone Number: _____

3. Name: _____ Business E-Mail: _____

Title: _____ Direct Business Line: _____

Cell Phone Number: _____

4. Name: _____ Business E-Mail: _____

Title: _____ Direct Business Line: _____

Cell Phone Number: _____

5. Name: _____ Business E-Mail: _____

Title: _____ Direct Business Line: _____

Cell Phone Number: _____

6. Name: _____ Business E-Mail: _____
 Title: _____ Direct Business Line: _____
 Cell Phone Number: _____

7. Name: _____ Business E-Mail: _____
 Title: _____ Direct Business Line: _____
 Cell Phone Number: _____

8. Name: _____ Business E-Mail: _____
 Title: _____ Direct Business Line: _____
 Cell Phone Number: _____

9. Name: _____ Business E-Mail: _____
 Title: _____ Direct Business Line: _____
 Cell Phone Number: _____

10. Name: _____ Business E-Mail: _____
 Title: _____ Direct Business Line: _____
 Cell Phone Number: _____

The following people should no longer be listed as a tenant contact for Boston Properties:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please submit a new form to the Management Office by e-mail at 535MissionServices@bpx.com when there are changes to personnel.