

Manage My Service Request

Tenant Authorization Form

Date: _____

Building: **300 Convent LLC**

Tenant Name _____

Suite: _____

Main Phone #: _____

Main Email: _____

Authorized Contacts:

Please list the name and e-mail address of individuals who are authorized to request services from the Property Management Office. The service contact person(s) shall be authorized to incur charges on behalf of the tenant for all building services (other than construction services.) **We will only accept work orders or requests from the Tenant Authorized Contacts noted on this form.** Individual e-mail addresses will be used by the Property Management Office for the limited purpose of providing the Tenant Authorized Contacts with information about the building, your tenancy and the requested products and services.

1	X
_____ Print Name	_____ Signature
_____ Print E-mail Address	

2	X
_____ Print Name	_____ Signature
_____ Print E-mail Address	

3	X
_____ Print Name	_____ Signature
_____ Print E-mail Address	

Please return to the Property Management Office via email, ksinclair@patrinely.com