



**Patrinely Group**  
**300 Convent LLC**  
300 Convent, Suite 2370  
San Antonio, Texas 78205  
Phone: 210.225-4000  
Fax: 210.227-1013

### TENANT CONTACT/EMERGENCY INFORMATION

DATE: \_\_\_\_\_ TENANT: \_\_\_\_\_

SUITE #: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

#### DAILY CONTACTS

Please identify the contact employee(s) who will handle daily operations (i.e. temperature control, security, cleaning, etc.) between the Property Management Office and your office. All communication and response will be handled through these individuals. This will greatly increase our ability to effectively respond to your needs.

NAME	POSITION	DIRECT #	E-MAIL ADDRESS

#### EMERGENCY CONTACTS

In the event of an after hours emergency it may be necessary to contact someone in your office. Please provide the emergency numbers (home, cell phone, etc.) of three (3) key personnel whom we may contact if necessary. Please be assured that this information will be kept confidential and used only in the event of an emergency. It is very important that the management office be notified immediately should there be a change in emergency contact information.

NAME	POSITION	HOME #	CELL#	OTHER#

#### FIRE WARDENS

Please identify an employee(s) to act as a Fire Warden(s) for the suite, as well as an alternate. Brief training/updates will be provided at a time convenient to all tenants.

NAME	POSITION	DIRECT #	E-MAIL ADDRESS