

**55 West Monroe
Tenant Information Sheet**

General Information

Tenant Name:

Suite Number:

(If Applicable)

Subtenant of:

Leasing to:

Description of Business:

Main Phone:

Main Fax:

Main Office Contact

*The name and contact information for the person who is the main contact with the Office of the Building.
This person is also designated to receive and distribute the tenant news emails.*

Name:

Email Address

Suite Number:

(If Applicable)

Subtenant of:

Leasing to:

Description of Business:

Main Phone:

Main Fax:

Executive Office Contact

Name:

Title:

Email Address:

Phone Number:

Authorized Personnel

The names, phone numbers and emails of person(s) authorized to order billable work orders via Building Engines, maintain key control and authorize visitor entry.

Name:

Phone Number:

Email:

Emergency Contacts

The names and after-hour phone numbers of persons to be contacted in case of an emergency or other after-hour issue.

Name:	Home Phone:	Cellular Phone:	Alternate Email:

IT Contact Information

The names and phone numbers of persons to be contacts in case of IT issues

Name:	Email Address:
Phone Number:	Cellular Phone:

Rent Statements

The name and contact information of the person to be notified or rent increases and billing adjustments

Name:	Email Address:
Phone Number:	Cellular Phone:

Occupants

In order to plan for tenant appreciation events and for emergency planning please provide occupant information.

Total number of Occupants:	
Occupants During Day:	Occupants During Night:
<i>If you occupy more than one floor please specify occupants per floor</i>	
Day:	Night:
Occupants on Floor# ____ : ____	Occupants on Floor# ____ : ____
Occupants on Floor# ____ : ____	Occupants on Floor# ____ : ____
Occupants on Floor# ____ : ____	Occupants on Floor# ____ : ____

**Equipment that under no circumstances should be touched by building personnel or cleaning staff:
(Please list equipment & location)**

**Are there any hazardous materials kept in your suite or storage area?
If yes, please list the materials, its purpose and its location.**

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55 West Monroe, Suite 950
Chicago, IL 60603

T 312-443-1950
F 312-443-1355
55westmonroe@jhancock.com



<p>55 West Monroe Property Removal Authorization</p>

<p>Company:</p>

<p>Date:</p>

<p>Please list below the people who are authorized to sign Package Removal Passes.</p>	
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<p>Employee:</p>	<p>Signature:</p>

**55 West Monroe
Fire / Life Safety Information**

Tenant Name:		Suite:	
Building Contact/Office Manager			
Name:	Office Phone:	Home Phone:	
Suite Warden			
Name:	Office Phone:	Home Phone:	
Suite Warden Alternate			
Name:	Office Phone:	Home Phone:	
Searcher			
Name:	Office Phone:	Home Phone:	
Searcher Alternate <i>*Alternates should be assigned in the event the primary contact is unavailable.</i>			
Name:			
Stairwell Monitor			
Name:			
Stairwell Monitor Alternate <i>*Alternates should be assigned in the event the primary contact is unavailable.</i>			
Name:			
Name:			
Elevator Monitor			
Name:			
Elevator Monitor Alternate <i>*Alternates should be assigned in the event the primary contact is unavailable.</i>			
Name:			
Name:			

For duties and responsibilities for above please see Emergency Evacuation Team Responsibilities under Emergency Procedures tab on the building website www.55wmonroe.com

***If a company occupies more than one floor, a form should be completed for each floor.*

Please list employees needing assistance and names of the aides who will assist them to the stairwell in case of an evacuation if necessary.

Employee Name:	Aides:
Employee Name:	Aides:

Please drop off the completed form at the Office of the Building (Suite #950) or email it to 55WestMonroe@jhancock.com as soon as possible.

Please remember to keep this sheet up-to-date at all times. This information is consistently used by the Office of the Building and is necessary to keep all tenants properly informed. As a tenant, it is your responsibility to provide us with any updates. Remember to update your security listings as well. For help, please call the Office of the Building at (312) 443-1950.

Tenant Information Sheet Completed by:	Date:
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