



TENANT INFORMATION AND CONTACT FORM

Please complete the following form and email it to piedmont.florida@piedmontreit.com.

This form is fillable. Simply hit "Tab" to advance to the next space or click on the space to add text or select a check box.

TENANT INFORMATION

Name of Tenant: _____
Main Phone No.: _____ Main Fax No.: _____
Number of Employees: _____ Hours of Operation: _____
Web Address: _____

FIRE WARDENS

Please designate two contacts who will work with the Management office to facilitate fire drills and emergency evacuations, as per the Building Rules and Regulations.

Name: _____ Phone No: _____
Name: _____ Phone No: _____

PLEASE CHECK THE DAYS YOUR OFFICE IS TYPICALLY CLOSED DURING THE YEAR

- | | | |
|---|---|---|
| <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Day before 4th of July | <input type="checkbox"/> Day after Thanksgiving |
| <input type="checkbox"/> Martin L. King Day | <input type="checkbox"/> 4th of July | <input type="checkbox"/> Christmas Eve |
| <input type="checkbox"/> Presidents' Day | <input type="checkbox"/> Columbus Day | <input type="checkbox"/> Christmas Day |
| <input type="checkbox"/> Good Friday | <input type="checkbox"/> Labor Day | <input type="checkbox"/> New Year's Eve |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Thanksgiving Day | <input type="checkbox"/> Veteran's Day |
| <input type="checkbox"/> Additional Days | | |
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Piedmont Office Management
250 S. Orange Ave, Suite 150P
Orlando, FL 32801
Main: 407-649-0036

TENANT CONTACTS

At Piedmont, we use ANGUS systems to help maintain contact with our tenants and relay vital information, building notices, emergencies, etc., and our tenants can use this system to submit work order requests. We require tenants submit contact information for at least one of their employees. Each tenant contact can be enrolled in one, two, or all three of the follow permissions:

ANNOUNCEMENT CONTACTS:

The Management Office has a system for relaying general announcements to tenant contacts regarding building events and notifications such as elevator repairs, tenant events, and road construction updates. These announcements will be sent through email via the ANGUS system and would be helpful for front office employees, receptionists, and managers so they can relay this information to other employees in your office.

One announcement contact and one emergency contact is require but more contacts with this permission are recommended.

WORK ORDER/RESERVATION (*SERVICE*) CONTACTS:

At Piedmont, we utilize ANGUS, a web-based system, for tenants to submit work order requests to us. This program offers a user-friendly, efficient way for customers to place service requests 24 hours a day, seven days a week. Each tenant must designate at least one contact that has authorization to incur charges on behalf of the tenant for all building services. Service requests will only be accepted from a designated service contact. Upon receipt of this form, the Management Office will work with the individual contacts to set up service profiles within ANGUS.

One service contact is required but we recommend each tenant designates one to three service contacts to provide adequate coverage in case someone is on vacation, etc.

EMERGENCY CONTACTS:

In the event of an emergency at the building, time is of the essence to relay critical information to the tenants. Piedmont uses ANGUS to relay emergency information to tenant contacts via email, phone calls, and text messages. Emergencies include: fires, power/utility outages, building evacuations or closure, shelter-in-place, severe weather or disasters, and emergency related updates. Mobile phone numbers are required for these contacts and that information will only be used for emergency notification purposes.

We require a minimum of one emergency contact (but no more than three) per tenant.

REMEMBER: Always contact the Management Office as soon as possible at 407-649-0036 if any emergency occurs.

PRIMARY TENANT CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact Work Order/Reservation (*Service*) Contact
 Emergency Contact (*Max. 3 – Please provide Cell Number*)

Address (*if other than 250 S. Orange Avenue, Orlando, FL*):

Direct Phone No.: _____ Fax No.: _____

Email Address: _____

Cell No. (*Required for Emergency Contacts*): _____

SECONDARY TENANT CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact Work Order/Reservation (*Service*) Contact
 Emergency Contact (*Max. 3 – Please include Cell Number*)

Address (*if other than 250 S. Orange Avenue, Orlando, FL*):

Direct Phone No.: _____ Fax No.: _____

Email Address: _____

Cell No. (*Required for Emergency Contacts*): _____

TERCIARY TENANT CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact Work Order/Reservation (*Service*) Contact
 Emergency Contact (*Max. 3 – Please include Cell Number*)

Address (*if other than 250 S. Orange Avenue, Orlando, FL*):

Direct Phone No.: _____ Fax No.: _____

Email Address: _____

Cell No. (*Required for Emergency Contacts*): _____

OVERTIME HVAC

At Piedmont, we have a program named GENEA that the tenants can use to request overtime HVAC. This program then calculates the monthly charges, produces an invoice and is uploaded to Angus where it is charged to your account. The charges will be on the next month’s rent statement. We require tenants submit contact information for at least one of their employees who can access the program and request overtime HVAC. Once we set up your employee, an email will be sent to them with the login and password information.

GENEA TENANT CONTACT

Name: _____ Email Address: _____

PRIMARY TENANT CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact
- Emergency Contact (*Max. 3 – Please include Cell Number*)

Address (*if other than 420 S. Orange Ave or 450 S. Orange Ave, Orlando, FL*):

Direct Phone No.: _____ Fax No.: _____

Email Address: _____

Cell No. (*Required for Emergency Contacts*): _____

SECONDARY TENANT CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact Work Order/Reservation (*Service*) Contact
- Emergency Contact (*Max. 3 – Please include Cell Number*)

Address (*if other than 420 S. Orange Ave or 450 S. Orange Ave, Orlando, FL*):

Direct Phone No.: _____ Fax No.: _____

Email Address: _____

Cell No. (*Required for Emergency Contacts*): _____

TERCIARY TENANT CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact Work Order/Reservation (*Service*) Contact
- Emergency Contact (*Max. 3 – Please include Cell Number*)

Address (if other than 420 S. Orange Ave or 450 S. Orange Ave, Orlando, FL):

Direct Phone No.: _____ Fax No.: _____
Email Address: _____
Cell No. (Required for Emergency Contacts): _____

ADDITIONAL CONTACTS

CONTACT FOR LEASE NOTICES

Name: _____ Title: _____

Permissions: Announcement Contact Work Order/Reservation (Service) Contact
 Emergency Contact (Max. 3 – Please include Cell Number)

Address (if other than 420 S. Orange Ave or 450 S. Orange Ave, Orlando, FL):

Direct Phone No.: _____ Fax No.: _____
Email Address: _____
Cell No. (Required for Emergency Contacts): _____

ACCOUNTING CONTACT

Name: _____ Title: _____

Permissions: Announcement Contact Work Order/Reservation (Service) Contact
 Emergency Contact (Max. 3 – Please include Cell Number)

Address (if other than 250 S. Orange Avenue, Orlando, FL):

Direct Phone No.: _____ Fax No.: _____
Email Address: _____
Cell No. (Required for Emergency Contacts): _____

Please provide the address to which Rent Statements should be mailed (if other than the local office) as well as emailed:

Click here to enter text.

Click here to enter text.

Name	Mailing Address	Email Address	Phone
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Send Miscellaneous Invoices to: *(key charges, after-hours HVAC, above standard services)*

Name	Mailing Address	Email Address	Phone
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ADDITIONAL GENERAL CONTACT

Name: _____ Title: _____

- Permissions: Announcement Contact Work Order/Reservation (*Service*) Contact
 Emergency Contact (*Max. 3 – Please include Cell Number*)

Address (*if other than 250 S. Orange Avenue, Orlando, FL*):

Direct Phone No.: _____ Fax No.: _____

Email Address: _____

Cell No. (*Required for Emergency Contacts*): _____

*Please submit the completed form to piedmont.florida@piedmontreit.com.
Thank you.*