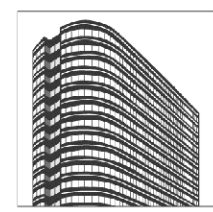
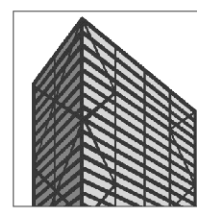
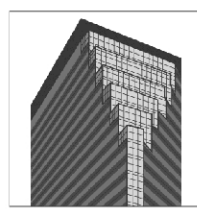
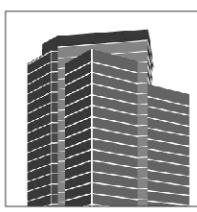


Southfield
TOWN CENTER



TO: SOUTHFIELD TOWN CENTER TENANTS

FROM: PROPERTY MANAGER

RE: **UPDATED POPULATION CENSUS / CONTACTS / ADDRESS /
EMERGENCY CONTACTS / PHYSICALLY CHALLENGED /
FIRE WARDENS & FLOOR WARDENS - VERY IMPORTANT!!**

We are updating our records and need your assistance. The following information is requested so we may better serve you and the needs of Southfield Town Center; please make additional copies if necessary.

1) Tenant Name _____ Bldg. _____ Suite #(s): _____
• If your company occupies more than one floor, please list all floors and suite #(s) accordingly.

2) Contact Name(s) _____
• Person(s) to correspond with and / or call for general building matters.

3) Main Telephone # _____ Fax # _____ Contact Person's Direct line _____

4) Email Address for Main Contact Person _____

5) After Hours
1st Emergency Contact Name _____ Phone # _____

2nd Emergency Contact Name _____ Phone # _____
• Please attach a separate page on letterhead if you have formal reporting procedures with an off-site monitoring service for after-hours emergency notification (i.e. alarm company, corporate HQ, etc.)

6) Fire Warden / Floor Warden Name(s) / Suite # (s) _____
• Please attach a separate page if you have several fire wardens / floor wardens.

7) # of Persons Occupying Suite during: Weekday _____ Weeknight _____ Weekend _____

8) Physically challenged individuals needing assistance during an emergency with suite and location:

• Please attach a separate page if you have several physically challenged individuals.

Thank you for your cooperation. Please fax this completed page to: (248) 350-2266.

Rev. 7/11/08