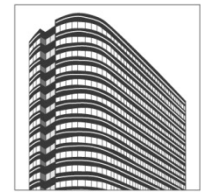
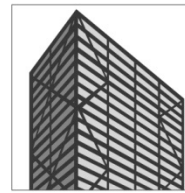
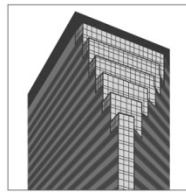
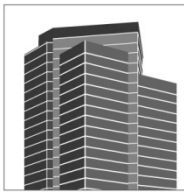


## Town Center Census

To monitor the population of the Town Center complex, an ongoing census of building occupants is kept by Management. Please fill out the Population Census Form below and return it to the Management Office, 3000 Town Center, Suite 2500, or via email at [SouthfieldTC@Transwestern.com](mailto:SouthfieldTC@Transwestern.com) at your earliest convenience.

*Southfield*  
**TOWN CENTER**



TO: SOUTHFIELD TOWN CENTER TENANTS

FROM: PROPERTY MANAGER

RE: **UPDATED POPULATION CENSUS, CONTACTS, EMERGENCY CONTACTS,  
PHYSICALLY CHALLENGED, FIRE WARDENS - VERY IMPORTANT!**

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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 # \_\_\_\_\_

4) Email Address for Main Contact Person \_\_\_\_\_

- Please attach a separate page if you have several emails for the distribution list.

5) After Hours

1<sup>st</sup> Emergency Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

2<sup>nd</sup> 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 Name(s) / Suite # (s) \_\_\_\_\_

- Please attach a separate page if you have several fire 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.**

Rev. 10.22.15