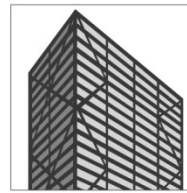
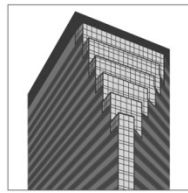
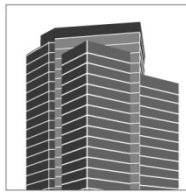


Southfield
TOWN CENTER



TO: SOUTHFIELD TOWN CENTER TENANTS

FROM: PROPERTY MANAGER

RE: **UPDATED POPULATION CENSUS, CONTACTS, EMERGENCY CONTACTS,
PHYSICALLY CHALLENGED, FIRE 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 # _____

4) Email Address for Main Contact Person _____

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

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 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