

GETTING STARTED: 2021 L STREET TENANT CONTACT INFORMATION

Please complete the Tenant Contact Form and return to AtSite Property Management.

Fax: 202-296-1360 E-Mail: dallen@atsiteinc.com

Please assign a Primary Office Contact as the person authorized by your organization to be the liaison between you and AtSite, the Property Management Office.

This person has the authority to do the following:

- 1. Order lock changes, installations and additional keys for your space.
- 2. Order work services for billable engineering time (e.g. minor work repairs and any construction related work).
- 3. Change, add and delete names of additional authorized personnel.

GENERAL INFORMATION

Name of Business
Suite #
Mailing Address
Street:
PO Box:
City:
State:
Zip Code:

2021 L STREET TENANT CONTACT INFORMATION, cont.

Name	Position	Phone	Fax	E-Mail	
List Emergency Contac	ts Including Contacts For After Ho	ur Emergencies			
Name	Position	Work Phone	Cell and/or Home Phone	E-Mail	
List Main Contact For L	ease Issues				
Name	Position	Phone	Fax	E-Mail	
List Main Contact For I	Billing Issues				
	Billing Issues Position	Phone	Fax	E-Mail	
		Phone	Fax	E-Mail	
		Phone	Fax	E-Mail	
List Main Contact For E Name List Emergency Floor V				E-Mail	
Name	Position			E-Mail E-Mail	
Name List Emergency Floor V	Position Vardens & Deputy Wardens - At Le	east One Warden And Two Do	eputy Wardens Per Suite		
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