

**COLORADO TOWER  
CUSTOMER CONTACT FORM**

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COMPANY NAME: \_\_\_\_\_

SUITE: \_\_\_\_\_ OFFICE HOURS: \_\_\_\_\_

MAIN OFFICE TELEPHONE #: \_\_\_\_\_

Daily and Alternate Contact:

- These individuals will communicate with Property Management regarding maintenance and janitorial issues, hot/cold calls, parking validation requests or any other day-to-day building related items
- All communication should be channeled through these individuals and all requests should be entered into the request system at: [Cuz Customers](#)
- These individuals will also be included in all building wide email announcements and will be the point of contact in our Mass Communication System, Everbridge.

DAILY CONTACT: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE CONTACT: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Expense Approval:

- These individuals are authorized to approve expenses such as afterhours HVAC charges, after hours Janitorial service, Parking Validations, above building standard light bulbs, above building standard repairs not covered by the Landlord/Owner per Customer's Lease, etc.

EXPENSE APPROVAL CONTACT (S): \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Lease Contact:

- This individual will be our point of contact for any lease related items (renewals, right of first refusal, etc.) pertaining to your space leased here at Colorado Tower
- As required per your lease, these notifications will be delivered in person (if located at Colorado Tower) or by courier, FedEx, UPS or by certified USPS mail.

LEASE CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Accounting Contact:

- This individual is the contact used for all accounting related communication including monthly miscellaneous invoices, annual DOE reconciliation notices and rent notification letters
- These notifications can be delivered in person (if located at Colorado Tower) by email or by USPS First class mail. Please indicate which you prefer and provide the correct address:

Hand Delivery  
Email  
USPS First Class Mail

ACCOUNTING CONTACT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
DIRECT PHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

In case of an emergency after hours, on the weekend or holidays, it may be necessary to contact someone in your company. Please provide a contact number of at least two individuals whom we can contact should the need arise. Please be assured that all phone numbers will be treated confidentially.

NAME	CONTACT NUMBER	TYPE (Home/Cell)