

**Trammell Crow Company**

TO: ALL TENANTS OF 400/444 NORTH CAPITOL STREET  
FROM: Glenna Joyner, Assistant Property Manager  
SUBJECT: Tenant Contact List

We need to obtain current information from you and your subtenant(s) so we may update our contact list. Please complete the following information and return this memo to the management office (Suite 635 or fax 202-347-7156).

Company Name \_\_\_\_\_

Suite Number \_\_\_\_\_

Office Telephone Number \_\_\_\_\_

Office Telephone Number (After-Hours) \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_

  

*After-Hours* Contact Person #1 \_\_\_\_\_

*After-Hours* Contact Person #1 Phone Number \_\_\_\_\_

  

*After-Hours* Contact Person #2 \_\_\_\_\_

*After-Hours* Contact Person #2 Phone Number \_\_\_\_\_

This information is confidential and will be used in an emergency situation and in the situation of an employee or guest requiring access into the building without an access card. *Building access will be denied without verbal approval from the above noted contacts.*

If you have any questions, please feel free to call the management office at 202-347-5203.