



Tenant Information Update Sheet – 1900 Avenue of the Stars

Date Updated: _____		
Tenant: _____	Suite #: _____	
Office Phone #: () _____	Fax: () _____	
Primary On-Site Contact Name: _____		
E-Mail Address: _____		
Secondary On-Site Contact Name: _____		
E-Mail Address: _____		
Third On-site Contact Name: _____		
E-Mail Address: _____		
Acct. Contact: _____		
Acct. Phone: () _____	Fax: () _____	
Acct. Address: _____		
Acct. Email Address: _____		
Security System: [] Yes [] No		Company Name: _____

Subtenants:		
Name:	Contact Name:	Phone:
1 _____	_____	() _____
2 _____	_____	() _____
3 _____	_____	() _____

After-Hours Emergency Contact		
Name:	Home phone:	Mobile/Pgr:
1 _____	() _____	() _____
2 _____	() _____	() _____
3 _____	() _____	() _____

Please Return to:
Topa Management Company
1800 Avenue of the Stars, Suite 1400
Los Angeles, CA 90067
Phone (310) 203-1870
Fax (310) 203-1871