



EMERGENCY CONTACT

NEW TENANTS: It is necessary for the leasing office to maintain a listing of contact names and phone numbers for your company and its key employees in case of a lockout or an emergency.

EXISTING TENANTS: Periodically, it is necessary to update our listing of contact names and phone numbers for your company and its key employees in case of a lockout or an emergency. Please note, if you are using this document to update emergency contact information, it will supersede all previous information in our files.

Please complete this form (type or print legibly), sign it below, and return it to: **Tenant Services**, New Horizons at Marlborough, LLC, 200 West Cummings Park, Woburn, MA 01801 **In all cases, duplicate keys will be issued only to those listed below, and no others.**

GENERAL DATA

Today's Date: _____

Legal Name of Your Firm: _____

DBA (if any): _____

Local Address: _____

Phone: _____ FAX: _____

Corporate Address (if different): _____

Corporate Phone: _____ Corporate FAX: _____

Billing Address (if different): _____

Billing Phone: _____ Billing FAX: _____

IN CASE OF AFTER-HOURS EMERGENCY, CONTACT THE FOLLOWING KEY PEOPLE:

Primary Contact Name Title Home Phone #

Home Address Beeper / Cell Phone #

2nd Contact Name Title Home Phone #

Home Address Beeper / Cell Phone #

3rd Contact Name Title Home Phone #

Home Address Beeper / Cell Phone #

On behalf of the above named firm, the undersigned hereby authorizes New Horizons at Marlborough, LLC to issue duplicate keys to the leased premises or otherwise admit the undersigned and all of the above persons (continue list on reverse side if necessary) or who otherwise satisfy New Horizons at Marlborough of their authority to request access or receive a key (if available). I/we release New Horizons at Marlborough, LLC from any and all liability in connection therewith.

By: _____
PRINT NAME OF AUTHORIZED REPRESENTATIVE

TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE