



www.250west57th.com

TEL: 212 246 2247
FAX: 212 765 5393

250 WEST 57TH STREET

NEW YORK, NY 10107



Dear Tenant:

We are in the process of updating our records and 250 West 57th Management kindly requests that you provide us with the following information. Forms can either be returned to the Management Office in Suite 201, faxed to 212-765-5393 or the information can be e-mailed to Elyse Goldstein @ elyseg@250west57th.com.

(PLEASE PRINT)

Company Name: _____

Suite Number: _____

Main Telephone Number: _____

Main Fax Number: _____

Tenant Email Address: _____

Name of Primary Person to Contact: _____

Names of people authorized to sign for billable work orders: _____

Please list names and home/cellular telephone numbers of people that would have to be contacted in the event of an emergency and your office is closed.

(PLEASE PRINT)

Primary Contact: _____

Secondary Contact: _____

Third Contact: _____

Fourth Contact: _____

Please note that all information is confidential and will only be utilized in the event of an emergency.

