



# TENANT CONTACT & AUTHORIZATION FORM

**Form CT-02**

**1901 Avenue of the Stars**

To provide us with information about the individuals you have authorized for various purposes, please complete this form, have an authorized person sign it and return it to the Office of the Building.

|                     |  |                         |
|---------------------|--|-------------------------|
| <b>Tenant Name:</b> |  | <b>Contact Phone #:</b> |
| <b>Suite No.:</b>   |  | <b>Date:</b>            |

## THE FOLLOWING PERSONS ARE DESIGNATED TO ACT ON BEHALF OF THE TENANT AS SPECIFIED BELOW:

| Name  | Title | Phone | Cell | Email |
|---|-------|-------|------|-------|
|   |       |       |      |       |
| <input type="checkbox"/> Order billable services and access cards <input type="checkbox"/> Lease related matters <input type="checkbox"/> Emergency contact <input type="checkbox"/> Accounting/Billing <input type="checkbox"/> Other ____ |       |       |      |       |
|   |       |       |      |       |
| <input type="checkbox"/> Order billable services and access cards <input type="checkbox"/> Lease related matters <input type="checkbox"/> Emergency contact <input type="checkbox"/> Accounting/Billing <input type="checkbox"/> Other ____ |       |       |      |       |
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If you need more space, please add additional copies of this form.

If you have any questions, please contact the Office of the Building:  
 Phone: 310 -553-5500 Fax: 310-551-9996 Email: [1901aots@douglasemmett.com](mailto:1901aots@douglasemmett.com)  
 1901 Avenue of the Stars, Suite 1910, Los Angeles, CA 90067

|  |                          |  |
|--|--------------------------|--|
| <b>Tenant<br/>Authorized<br/>Person:</b> | Signature:               |  |
|  | Type/print name & title: |  |

*Please remember to inform us promptly if there are any changes.*

If you have any questions, please contact the Office of the Building:  
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1901 Avenue of the Stars, Suite 1910, Los Angeles, CA 90067