

Firm Name: _____	Phone: _____	Room #
Email: _____	Fax: _____	

LIST TWO PERSONS IN CONSECUTIVE ORDER THAT MAY BE REACHED AFTER NORMAL BUSINESS HOURS IN THE EVENT OF AN EMERGENCY:

1 Name: _____ Address: _____ City: _____ Email: _____ Cell Phone: _____	2 Name: _____ Address: _____ City: _____ Email: _____ Cell Phone: _____
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<u>Name</u>	<u>Title</u>	<u>Access to Office any time</u>	<u>Authorized to remove merchandise / equipment</u>	<u>Authorized to change Security List</u>	<u>Authorized to request lock change / order keys</u>
1 _____	_____				
2 _____	_____				
3 _____	_____				
4 _____	_____				
5 _____	_____				
6 _____	_____				
7 _____	_____				
8 _____	_____				

Information Authorized By: _____

Signature

Date: _____

ANY PERSONNEL CHANGES WHICH AFFECT THE ABOVE LISTING SHOULD IMMEDIATELY BE REPORTED IN WRITING ON COMPANY LETTERHEAD TO:

theMART, Security Office, 222 Merchandise Mart Plaza, Suite 133A, Chicago, IL 60654 or to Security@themart.com, with Cc to propertymanager@themart.com