

1320 N. Courthouse Road



Primary Contacts

In an effort to better serve you, please designate a contact person and an alternate to report all service requests and to authorize expenditures on behalf of the tenant. This will protect the tenant from incurring costs when expenditure is requested by an unauthorized employee. It is the responsibility of the tenant to update their Primary Contracts whenever there has been a change in personnel.

All service or work required by the tenant should be reported by one of the Primary Contacts to our office. In turn, our staff will know who to contact should there be any questions or should any problems arise.

Should you have any questions, please call us at (703) 525-5870. For your convenience, you can scan and email this form to Kirby Byrd at Kirby.Byrd@cushwake.com.

DATE: _____

TENANT: _____

SUITE NUMBER(S): _____

MAIN PHONE NUMBER: _____ FAX NUMBER: _____

CONTACT PERSON #1: _____

OFFICE NUMBER: _____

CELL NUMBER: _____

E-MAIL: _____

CONTACT PERSON #2: _____

OFFICE NUMBER: _____

CELL NUMBER: _____

E-MAIL: _____

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AFTER HOURS EMERGENCY CONTACT #1: _____

OFFICE NUMBER: _____

CELL NUMBER: _____

E-MAIL: _____

AFTER HOURS EMERGENCY CONTACT #2: _____

OFFICE NUMBER: _____

CELL NUMBER: _____

E-MAIL: _____

BILLING CONTACT: _____

OFFICE NUMBER: _____

CELL NUMBER: _____

E-MAIL: _____

ON-SITE OFFICE MANAGER: _____

OFFICE NUMBER: _____

CELL NUMBER: _____

E-MAIL: _____

Please return completed form to:

Kirby Byrd – Assistant Property Manager

Kirby.Byrd@cushwake.com

(703) 525-5875