



## Salesforce Tower Tenant Contact Form

**Tenant Website:** [www.salesforcetower.com/tenants](http://www.salesforcetower.com/tenants)  
**Tenant Service Portal:** [www.bptenant-services.com](http://www.bptenant-services.com)

Date: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Suite:** \_\_\_\_\_

**Main Business Line:** \_\_\_\_\_

**Please list your company contacts in the order you wish to be contacted in the event of an issue regarding your suite.**

**1. Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Direct Phone:** \_\_\_\_\_

**(Optional) Alternate email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

- ☐ Yes ☐ No Submit Work Orders – An account will be created within [www.bptenant-services.com](http://www.bptenant-services.com) to enter service requests  
☐ Yes ☐ No Submit Elevator Reservations – May reserve the freight elevator after hours  
☐ Yes ☐ No Visitor Security – Has access and ability to input visitors  
☐ Yes ☐ No Authorizer - An **authorizer** may request/approve billable services and grant after-hours access to guests  
☐ Yes ☐ No Receive General Announcements – Will receive general building announcements via email  
☐ Yes ☐ No \*Emergency Contact\*: ONLY TWO EMERGENCY CONTACTS PER COMPANY – Emergency Contacts will be contacted via text, phone and email in the event of a critical building emergency.

**2. Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Direct Phone:** \_\_\_\_\_

**(Optional) Alternate email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

- ☐ Yes ☐ No Submit Work Orders – An account will be created within [www.bptenant-services.com](http://www.bptenant-services.com) to enter service requests  
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**3. Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Direct Phone:** \_\_\_\_\_

**(Optional) Alternate email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

- ☐ Yes ☐ No Submit Work Orders – An account will be created within [www.bptenant-services.com](http://www.bptenant-services.com) to enter service requests  
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4. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_  
(Optional) Alternate email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- ☐Yes ☐No Submit Work Orders – An account will be created within [www.bptenantsservices.com](http://www.bptenantsservices.com) to enter service requests  
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5. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_  
(Optional) Alternate email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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6. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_  
(Optional) Alternate email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- ☐Yes ☐No Submit Work Orders – An account will be created within [www.bptenantsservices.com](http://www.bptenantsservices.com) to enter service requests  
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7. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Direct Phone: \_\_\_\_\_  
(Optional) Alternate email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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**Please submit a new form to the Management Office by e-mail at  
[salesforcetower@bostonproperties.com](mailto:salesforcetower@bostonproperties.com) when there are changes to personnel.**