



**Tenant Information Update Sheet – 1900 Avenue of the Stars**

Date Updated: _____		
Tenant: _____	Suite #: _____	
Office Phone #: ( ) _____	Fax: ( ) _____	
Primary On-Site Contact Name: _____		
E-Mail Address: _____		
Secondary On-Site Contact Name: _____		
E-Mail Address: _____		
Third On-site Contact Name: _____		
E-Mail Address: _____		
Acct. Contact: _____		
Acct. Phone: ( ) _____	Fax: ( ) _____	
Acct. Address: _____		
Acct. Email Address: _____		
Security System: [ ] Yes [ ] No		Company Name: _____

<b>Subtenants:</b>		
Name:	Contact Name:	Phone:
1 _____	_____	( ) _____
2 _____	_____	( ) _____
3 _____	_____	( ) _____

<b>After-Hours Emergency Contact</b>		
Name:	Home phone:	Mobile/Pgr:
1 _____	( ) _____	( ) _____
2 _____	( ) _____	( ) _____
3 _____	( ) _____	( ) _____

**Please Return to:**  
**Topa Management Company**  
**1800 Avenue of the Stars, Suite 1400**  
**Los Angeles, CA 90067**  
**Phone (310) 203-1870**  
**Fax (310) 203-1871**