

REDWOOD PLAZA

SPOTLIGHT QUESTIONNAIRE

Company Name: _____

Building Address / Suite: _____

Contact Name: _____

Phone Number: _____

Date Firm Established: _____

Number of Employees: _____

Service Provided: _____

Description of Business:

Company History:

Key Personnel (Please include name, title, # years of experience, and any professional background you'd like to include.):

Daily Operations

The following forms are for use throughout the life of your tenancy. To use a form, please make a copy from the original, returning the original to this Manual for future use. Send one copy of your completed form to the Management Office and retain one copy for your records. If you use or misplace an original form, please contact the Management Office at 703-698-1888 we will send you a new one.

- A. Tenant Service Request
- B. Bomb Threat Checklist

