

# REDWOOD PLAZA

## SPOTLIGHT QUESTIONNAIRE

Company Name: \_\_\_\_\_

Building Address / Suite: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Firm Established: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Description of Business:

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Company History:

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

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### **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

