



Martin Heines
 P.O. Box 2031
 Tyler, Tx 75710
 Phone: 903-593-2367
 Fax: 903-593-2364
 www.HeinesRealEstate.com

CHECKLIST FOR AUSTIN BANK BLDG TENANTS

Location	<input type="text"/>	Suite #	<input type="text"/>
Tenant Name	<input type="text"/>	Current Date	<input type="text"/>
Phone	<input type="text"/>	E-mail	<input type="text"/>

1. PLEASE SELECT A FOUR OR FIVE DIGIT NUMBER CODE FOR FRONT DOOR ACCESS. THE FRONT DOOR ARE ACCESSIBLE 24 HOURS PER DAY, SEVEN DAYS A WEEK. THE MAGNETIC LOCKING DEVICE WILL SECURE THE FRONT AND REAR DOOR FROM 5:30 PM TO 7:45 AM ON WEEKDAYS AND ALL OF SATURDAY AND SUNDAY. YOUR CODE CHOICE IS: * PUSH ASTERISK BUTTON AFTER ENTERING YOUR CODE.

2. HOW MANY KEYS DO YOU NEED FOR YOUR OFFICE DOOR(S)?

3. PLEASE STATE YOUR PREFERENTIAL LISTING FOR THE DIRECTORY:

4. A NINE INCH BY NINE INCH HALLWAY SIGN IS AVAILABLE. THE AUSTIN BANK BUILDING PAY 50% OF THE COST, TENANT WILL BE BILLED \$20. IN THE BOX, INFORM ME OF YOUR PREFERRED COMPANY LISTING:

5. PLEASE LIST THE VEHICLE TYPE AND LICENSE PLATE NUMBER OF EACH CAR TO BE DRIVEN BY LEASE SPACE OCCUPANTS. PLEASE INDICATE IF THEY WILL BE FULL TIME OR PART TIME:

<u>Name of Driver</u>	<u>Vehicle Type</u>	<u>License Plate Number</u>	<u>Full/Part Time</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>