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## CONTACT INFORMATION

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### MANAGEMENT

(346) 237-4823

Angie Bittner, Property Administrator  
angie.bittner@transwestern.com

Jen Sanford, CPM, Property Manager  
jennifer.sanford@transwestern.com

### LEASING

(832) 408-4029

Emily Neel, Business Analyst  
emily.neel@transwestern.com

Lisa Bovermann, Senior Vice President  
lisa.bovermann@transwestern.com

Justin Brasell, Executive Vice President  
justin.brasell@transwestern.com

### ENGINEERING

(281)849-6392

Adrian Garcia, Engineer  
adrian.garcia@transwestern.com

### SECURITY GUARD

(832) 707-9257

Priscilla Thomas

### AFTER HOUR CALLS

(713) 231-1604

RH Communications

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## RENTAL PAYMENTS

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BS NORTH LOOP WEST, LLC  
c/o TRANSWESTERN  
1919 North Loop West, Suite 225  
Houston, TX 77008

Please make checks payable to **BS NORTH LOOP WEST, LLC**. Please indicate the month your check is to be applied to and your suite number on the check.

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**TRANSWESTERN**  
COMMERCIAL SERVICES

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## TENANT CONTACT FORM

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Please complete the information below and email to [angie.bittner@transwestern.com](mailto:angie.bittner@transwestern.com).

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

Suite(s): \_\_\_\_\_

Current Number of On-Site Employees: \_\_\_\_\_

General Correspondence and Service Requests.

Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this person set up in Angus? \_\_\_\_\_ If not, do they need to be? \_\_\_\_\_

Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this person set up in Angus? \_\_\_\_\_ If not, do they need to be? \_\_\_\_\_

Sensitive Correspondence. Authorized to Approve/Sign for service requests which may be provided at an additional cost.

Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this person set up in Angus? \_\_\_\_\_ If not, do they need to be? \_\_\_\_\_

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Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Is this person set up in Angus? \_\_\_\_\_ If not, do they need to be? \_\_\_\_\_

Accounting Correspondence:

Tenant Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Rental Invoices should be emailed to:**

\_\_\_\_\_

- If there is any additional clarification/information you would like to include or would like to make the management aware of, please feel free to include in the section below. Please identify any employee that needs Angus (work order system) or building access after-hours. Note: Lost or stolen cards are \$35.00 to replace.

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