

CUSTOMER INFORMATION

Please note in order to properly process the address validation (ADR plan case), the GIS Office is required to have the following information from our customer:

- **ADDRESS** or **GPIN NUMBER** of the site
- **CONTACT INFORMATION** to include ownership, contractor, authorized agent, etc.

(Please note if the contact information is not in our PWC Contact Directory, we will have to add this information to include company name, contact person's first and last name, email address, business phone and mailing address)

- Your **COMPANY NAME**
- Description of **SCOPE OF WORK**
- **LEGAL** and/or **MARKETING NAME**
- Are **MULTIPLE TENANT SPACES** being occupied?
- Is this a **SUBLEASE**? If **YES**, we required the **PRIMARY TENANT NAME**

Please note that **without this information, the GIS Office cannot process your address validation**. Customers may be asked to contact their office or return at another time with this vital information. Comments or concerns may be directed to the GIS Division Chief at 703-792-6840.