

To order keys and locks, please complete this form, have an authorized person sign it and return it to the Management Office.

Tenant Name:		Contact Phone #:	
Suite No.:		Date:	

KEY REQUEST

Location of Door	Key # (if known)	# of Keys	(To be completed by the Building Management)	
			Cost per Key	Total Cost for Keys
Suite Entrance			\$40.00	
Women's Restroom			\$40.00	
Men's Restroom			\$40.00	
Mailbox			\$40.00	
Parking P 2-4			\$40.00	

ADDITIONAL KEY/LOCK SERVICES REQUEST

(these services involve additional charges which will be completed by the Building Management)

Location of Door	Request Type	Total Cost for Service (To be completed by the Building Management)
	<input type="checkbox"/> Rekey <input type="checkbox"/> Install Lock <input type="checkbox"/> Change Lock/Keypad Code	
	<input type="checkbox"/> Rekey <input type="checkbox"/> Install Lock <input type="checkbox"/> Change Lock/Keypad Code	

Your account will be billed in accordance with our standard practices for the requested services, including an administrative fee as applicable on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

Tenant Authorized Person:	Signature:	
	Type/print name & title:	

Please remember to inform us promptly when a key is lost or stolen.

BUILDING MANAGEMENT USE ONLY

Amount due:	\$	TLA #:	
Signature:		Date:	

Tenant Receipt Confirmation:	Signature:		Date:	
	Type/print name & title:			