

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

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			\$30.00	\$ 0.00
Women's Restroom			\$30.00	\$ 0.00
Men's Restroom			\$30.00	\$ 0.00
Interior Door			\$30.00	\$ 0.00
Mailroom			\$30.00	\$ 0.00
Other _____			\$30.00	\$ 0.00

ADDITIONAL KEY/LOCK SERVICES REQUEST		
(these services involve additional charges which will be completed by Building Management)		
Location of Door	Request Type (Rekey/Change Lock/Keypad Code - \$60.00 Install Lock - Varies)	Total Cost for Service (To be completed by the Building Management)
Mailbox	<input type="checkbox"/> Rekey	
Other _____	<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 a 15% administrative fee 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:	

BUILDING MANAGEMENT USE ONLY		
Amount due:	\$	TLA #:
Signature:		Date: