



NEW TENANTS RECEIVE TWO INITIAL KEYS COMPLIMENTARY

Please submit payment with request form

COMPANY NAME: _____

DATE: _____

Property Address Suite Number:

All new suite keys are part of registered lock system. **PLEASE DO NOT DUPLICATE, WITHOUT APPROVAL FROM MANAGEMENT OFFICE.**

Suite Key _____
Quantity x \$20 Total \$ Due

Men's' Restroom Key _____
Quantity x \$20 Total \$ Due

Women's Restroom Key _____
Quantity x \$20 Total \$ Due

After Hours Access Card _____
Quantity x \$35 Total \$ Due

Amount Due

(Any misuse of the keys is solely the tenant's responsibility. If tenant duplicates any keys without property manager's consent, they will be responsible for all charges to have the doors rekeyed. Please refer to building rules in your lease)

Authorized Signature (Authorized by Lessee)

Date

For management office use only

Access Card Number

Property Manager Approval

Date