

Keys & Locks

Tenant name: _____

Building address: _____ Suite #: _____

Phone: _____ Fax: _____ Requestor's email: _____

Request details

1	RECIPIENT			
	Name: _____ Title: _____			
	Phone: _____ Email: _____			
2	LOCATION	RE-KEY	INSTALL LOCK	# OF KEY COPIES
	Suite entrance			_____
	Restroom			_____
	Mailbox			_____
	_____			_____
	_____			_____

We acknowledge and agree a locksmith will be required for lock service and for key copies if a copy-ready key is not available. All charges by the locksmith shall be charged back to the tenant's account.

AUTHORIZED BY:

Signature _____ Date _____
(Electronic signature represented by blue type)

Name (print) _____ Title _____

..... OFFICE USE ONLY

Authorized signature confirmed by: _____ Charges processed on: ____ / ____ / ____ by: _____
Initials Initials