



**Key Request**

Company Name: \_\_\_\_\_

Building Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Phone Number: \_\_\_\_\_

<b><u># of Keys</u></b>	<b><u>Key Code</u></b>	<b><u>Locks</u></b>	<b><u>Description/Comments</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I authorize Owner's Agent to charge \$4.00 per key. The cost of locks will be determined at the time of service.**

I understand and agree that all keys and locks remain the property of the Owner. I agree not to have any duplicates made or any locks modified without Owner's written consent. If the key is lost or not returned at Owner's request (i.e. at the end of lease) I shall pay, in addition to the cost of the missing key, all costs for re-keying all necessary locks for security purposes.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Unless otherwise covered in your Lease Agreement charges will be added to your next statement.***