



## Key Request Form

Please submit this request to the management office by email to a member of your management team. The keys assigned to your suite are your responsibility and broken, lost or stolen keys will be charged a replacement fee of \$9.00 per key.

Building Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Suite # \_\_\_\_\_

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

Select One: New Employee  Replacement Key

Employee Name: \_\_\_\_\_

Access Needed: \_\_\_\_\_

**By requesting this key, you are authorizing this employee to access the building after-hours and on holidays when the building is locked to the general public.**

**You acknowledge that building security is the responsibility of key holders and any lost, stolen or terminated employee keys will be reported immediately to the management office.**

Requested and Acknowledged By: \_\_\_\_\_

Printed Name: \_\_\_\_\_