



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: _____