



# OFFICE KEY REQUEST FORM

Please complete and return this form for office keys you are requesting for your suite. Please type or print clearly. Each new office key is \$5.00 plus S/H. Prices will vary with rekeying services. Please allow 48 hours for key delivery.

### TENANT INFORMATION

COMPANY NAME: \_\_\_\_\_  
BUILDING ADDRESS/SUITE #: \_\_\_\_\_  
OFFICE PHONE NUMBER: \_\_\_\_\_

### SERVICE REQUESTING

CREATE COPY OF EXISTING KEY: \_\_\_\_\_ CREATE NEW KEY: \_\_\_\_\_  
REKEY DOOR(S): \_\_\_\_\_

### NUMBER OF KEYS REQUESTING

FRONT DOOR KEY: \_\_\_\_\_ MAIL KEY: \_\_\_\_\_  
OTHER: \_\_\_\_\_ (Please specify location below)  
LOCATION (IF SELECTED OTHER ABOVE): \_\_\_\_\_

### TENANT APPROVAL

Each new office key is \$5.00 plus S/H. Prices will vary with rekeying services.

PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### KEY ACCEPTANCE UPON DELIVERY

PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### \*\*\*\*\* LPC OFFICE USE ONLY \*\*\*\*\* TO BE FILLED OUT UPON COMPLETION

MANAGEMENT OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_  
ENGINEERING: \_\_\_\_\_ DATE: \_\_\_\_\_