

**KEY ORDER FORM - \$6.00 PER KEY**

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

\_\_\_\_\_  
Suite No.

\_\_\_\_\_  
Requested By (Authorized Building Services Contact)

\_\_\_\_\_  
Date

Number and Type of Key(s)                      check one    6464    6565

\_\_\_\_\_ Suite Entry Door

\_\_\_\_\_ Men's Restroom

\_\_\_\_\_ Interior Office

\_\_\_\_\_ Women's Restroom

\_\_\_\_\_ Restroom Key Tag (\$3.00 each)

\_\_\_\_\_ Men's

\_\_\_\_\_ Women's

**KEY RECEIPT**

I'm in receipt of the key(s) listed below and understand that a \$6.00 charge per key will be applied for any unreturned key(s) I received which are not returned upon move-out.

\_\_\_\_\_ Suite Entry Door

\_\_\_\_\_ Men's Restroom

\_\_\_\_\_ Interior Office

\_\_\_\_\_ Women's Restroom

\_\_\_\_\_ Restroom Key Tag

\_\_\_\_\_ Men's

\_\_\_\_\_ Women's

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PCD USE ONLY**

Amount Paid

Cash

Check

Credit Card