

# WATERFRONT PLAZA

## KEY REQUEST FORM

We are requesting the following key(s)\* and/or service\*\*:

\_\_\_\_\_ # of key/s for Building \_\_\_\_\_, Suite \_\_\_\_\_

\_\_\_\_\_ # of key/s for Building \_\_\_\_\_, Suite \_\_\_\_\_

\_\_\_\_\_ # of key/s for Women's Restroom, Floor \_\_\_\_\_

\_\_\_\_\_ # of key/s for Men's Restroom, Floor \_\_\_\_\_

\_\_\_\_\_ # of key/s for Mailbox #: \_\_\_\_\_ Key #: \_\_\_\_\_

\_\_\_\_\_ \*\*Re-key for \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature

RECEIVED:

\_\_\_\_\_  
Contact Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***\*Keys are charged to the tenant account at \$12 per key and will be reflected on rental statement.***

***\*\*Re-Key Estimate: \$65 service call, \$65 per door re-key + 5% admin fee. Prices subject to change per locksmith.***

|   |
|---|
| OFFICE USE ONLY: Request to Maintenance: _____ Received Key(s): _____ |
|---|