

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 _____

_____ Re-key for _____

Tenant Name

Signature

Contact Telephone Number

Date

RECEIVED:

Signature

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): _____
