

WATERFRONT PLAZA

KEY REQUEST FORM

We are requesting the following key(s)*:

_____ # 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 _____

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.***

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