



SUITE KEY ORDER FORM

TENANT: _____

BLDG/SUITE: _____

EMAIL: _____

Phone#: _____

DATE: _____

You will be provided with keys to your suite prior to the commencement date. If additional keys are needed, please fill out this form and return it to the management office. There will be a fee for each key requested.

_____ **Main (Primus) Door**

_____ **Interior Door**

_____ **Mailbox**

_____ **Other:** _____

AUTHORIZED TENANT SIGNATURE

DATE

PRINT NAME

TITLE

Keys received by:

Tenant Signature: _____

Date: _____

For Office use only

Total cost of keys: \$ _____

Total cost of tax: \$ _____

Total cost of 5% admin fee: \$ _____

Final Total: \$ _____

Name: _____