



KEY & ACCESS CARD ORDER FORM

Please fax or email the completed form to your property manager.

Tenant / Company Name

Suite #

of keys needed

Keyholder (if known)

Number of access cards needed: _____

Access card holder name(s):

Replacement cost for lost, stolen or unreturned cards for any reason is \$10/card.

Requestor's Name (please print)

Signature

Date

