

651 GATEWAY
TENANT LOCK CHANGE AUTHORIZATION
(Please print legibly)

Company: _____

Suite #: _____

Authorized By: _____

Name of Employee: _____

Office Phone#: _____

Lock Location: _____ Example: Entry Door

on key for Lock: _____ Example: AF15

Number of New Keys Requested: _____

Date for Locks to be Installed: _____

Is this lock installation confidential? _____

If confidential please provide information on who to contact for information.

Pick Up Keys at Property Management Office: ____ or Deliver Keys to Suite: ____

Person Authorized to Receive Keys: _____

*** The following is a list of charges associated with a lock change. These charges are subject to change without prior notice.**

\$60 to repin existing lock cylinder and provide two new keys. Additional keys are \$3.00 per key. There is also an additional 20% service fee.

If a new lock cylinder is necessary the cost to purchase a new lock cylinder will be quoted prior to installation.

<i>Office Use Only</i>			
Current Key:		New Key:	
Hook:		Number of Keys:	
Locksmith Charges:		Completed By:	
Parts:			
Labor:			
Admin. Fee			
Total:		WO#:	

IT IS UNDERSTOOD BY THE ABOVE TENANT THAT TENANT IS RESPONSIBLE FOR RESTRICTING USE OF THIS KEY TO AUTHORIZED EMPLOYEES ONLY.