



651 GATEWAY
TENANT LOCK 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. These charges are subject to change without prior notice.**

\$60/repin existing lock cylinder and provide two new keys plus a Service Fee (20%)

Cost to purchase a new lock cylinder will be quoted prior to installation.

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

Office Use Only

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.