

# the olive.

## Key / Lock Request

\*Upload & attach this form to the Key/Lock Service Request

TENANT: \_\_\_\_\_ SUITE \_\_\_\_\_

REQUESTED: \_\_\_\_\_ DATE: \_\_\_\_\_

(Print name and signature)

LOCATION OF DOOR	KEY TAG	# OF KEYS *			
Suite entrance keys	_____	_____ x	\$10.00	=	_____
Women's restroom keys	_____	_____ x	\$10.00	=	_____
Men's restroom keys	_____	_____ x	\$10.00	=	_____
Interior locks: Office #1	_____	_____ x	\$10.00	=	_____
Office #2	_____	_____ x	\$10.00	=	_____
Office #3	_____	_____ x	\$10.00	=	_____
Office #4	_____	_____ x	\$10.00	=	_____
Office #5	_____	_____ x	\$10.00	=	_____
Mailbox # _____	_____	_____ x	\$10.00	=	_____
Other: _____	_____	_____ x	\$10.00	=	_____

### PLEASE RE-KEY THE FOLLOWING LOCKS AND PROVIDE KEYS:

Cylinder (how many requested) \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Provide Location(s): \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

(Print name and signature)

TOTAL AMOUNT \_\_\_\_\_

Keys costs will be billed on your rent state in accordance with your lease

