

THE COURTYARD

200-300 CORPORATE POINTE

Courtyard KEY/LOCK REQUESTS

TENANT: _____ SUITE _____

REQUESTED / AUTHORIZED BY: _____ DATE: _____
(Print name, title 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 _____ x \$50.00 = _____
Provide Location(s): _____

<p>DATE: _____</p> <p>RECEIVED BY: _____ (Print name and signature)</p> <p>Keys will appear on your monthly rent state</p>	<p>TOTAL AMOUNT _____</p>
--	----------------------------------