

## KEYING REQUIREMENTS

Your lease provides you with two keys per lockset for corridor suite doors for new tenants. Please contact Property Management with the total number of keys needed. You may have special keying requests for interior locks which management will need to know of in advance. Additional keys will be \$10.00 each. Additional requests such as lockset re-pinning (rekey) will be \$50.00 each and come with 2 keys. Upon move-in, keys will be made available for you.

TENANT NAME:

SUITE NUMBER:

KEYS REQUIRED:

RE-PIN LOCK:

Signature of authorized individual must appear below authorizing issuance of keys requested.

AUTHORIZED BY:

Printed Name:

Title:

Date: