
KEY REQUEST
(PLEASE TYPE OR PRINT)

For non-rush service:

Company Name: _____
Requestor Name: _____
Requestor Title: _____
Office Contact: _____

Suite: _____
Phone: _____
Date: _____
Title: _____

I request the following number of keys:

Suite Keys: _____ *

Lobby Keys: _____ *

Storage Keys: _____ *

* The cost for the keys will be charged at the actual costs.

*****Please allow 1-2 weeks for the fulfillment of a Key Request Order*****

For Rush Service:

The building locksmith can provide on-site service. The current charge is \$15 for the first key, plus a \$45.00 service call. Tenant shall be responsible and pay directly for an on-site service call.

Signature: _____

Date: _____

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