**KEY ORDER FORM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Tenant Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suite

No. Keys (Please indicate the number of keys you will need)

\_\_\_\_\_\_\_ Main suite entrance door

\_\_\_\_\_\_\_ Mailbox

\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Datawatch Access Cards or App for afterhours access. The initial order of Access Cards or App is free, based on the number of staff. Any extra Access Cards or App, over the allowed amount per the Lease and if requested at a later date will have a charge.

Please fill out the Security Access Card Request Form, on the next page. Keep one copy for your records and return the original to the Management office.

Keys in excess of Lease allowance:

Suite & Restroom $ 5.00\* Ea.

Datawatch Access Cards or App” $ 12.00\* Ea.

\**subject to change*