KEY/LOCK REQUEST FORM

Douglas Emmett

Form CT-04	**Encino Plaza**

To order keys and locks, please complete this form, have an authorized person sign it and return it to the Office of the Building.

Tenant Name:		Contact Phone #:	
Suite No.:		**Date:**	

KEY REQUEST				
Location of Door	**Key # (if known)**	**# of Keys**	**(To be completed by the Building Management)**	
			Cost per Key	**Total Cost for Keys**
Suite Entrance			$40.00	$ 0.00
Women's Restroom			$40.00	$ 0.00
Men's Restroom			$40.00	$ 0.00
Interior Door			$40.00	$ 0.00
Mailbox			$40.00	$ 0.00
Other _____			$40.00	$ 0.00

ADDITIONAL KEY/LOCK SERVICES REQUEST		
(these services involve additional charges which will be completed by the Building Management)		
Location of Door	**Request Type**	**Total Cost for Service** **(To be completed by the Building Management)**
	☐ Rekey ☐ Install Lock ☐ Change Lock/Keypad Code	$71.00
	☐ Rekey ☐ Install Lock ☐ Change Lock/Keypad Code	$71.00

Your account will be billed in accordance with our standard practices for the requested services, including an administrative fee as applicable on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

Tenant Authorized Person:	Signature:	
	Type/print name & title:	

BUILDING MANAGEMENT USE ONLY			
Amount due:	$	**TLA #:**	
Signature:		**Date:**	