

KEY REQUEST

Please note that Building Management must handle all of your current key requirements, in addition to, your future key requirements to ensure that all tenants' offices are on the master key system, per the City of Chicago's fire code.

All tenants are initially provided with two (2) suite entry keys at no charge. Tenants will be charged \$3.00*/key for all additional suite keys requested.

Please provide the number of suite keys required in addition to the two (2) keys that will be provided: _____

Building standard private offices do not come equipped with lockable cylinders. If lockable cylinders were installed by your contractor, the Management Office can provide copies of such keys at a rate of \$3.00 per key.

Please provide the number of private office keys required: _____

If you would like to receive a proposal for a lockable cylinder on a private office or offices, please indicate so below:

Would you like to receive a proposal for lockable cylinders on private offices? YES or
NO

Should the proposal include all private offices? YES or NO

If not, please indicate which private office(s) to include.

Approved By:

Signature

Date

* Building Management reserves the right to change the price without prior notice.