



# NEWPORT SUMMIT OFFICE KEY REQUEST FORM

Please complete and return this form for office keys you are requesting for your suite. Please type or print clearly and return to Michelle Thompson – mthompson@lpc.com. Each new office key is \$5.00 plus S/H. Prices will vary with rekeying services. Please allow 48 hours for key delivery.

### TENANT INFORMATION

COMPANY NAME: \_\_\_\_\_  
BUILDING ADDRESS/SUITE #: \_\_\_\_\_  
OFFICE PHONE NUMBER: \_\_\_\_\_

### SERVICE REQUESTING

CREATE COPY OF EXISTING KEY: \_\_\_\_\_ CREATE NEW KEY: \_\_\_\_\_  
REKEY DOOR(S): \_\_\_\_\_

### NUMBER OF KEYS REQUESTING

FRONT DOOR KEY: \_\_\_\_\_ MAIL KEY: \_\_\_\_\_  
OTHER: \_\_\_\_\_ (Please specify location below)  
LOCATION (IF SELECTED OTHER ABOVE): \_\_\_\_\_

### TENANT APPROVAL

Each new office key is \$5.00 plus S/H. Prices will vary with rekeying services.

PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### KEY ACCEPTANCE UPON DELIVERY

PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\* LPC OFFICE USE ONLY \*\*\*\*\*  
TO BE FILLED OUT UPON COMPLETION

MANAGEMENT OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_  
ENGINEERING: \_\_\_\_\_ DATE: \_\_\_\_\_