

# Key Request Form

Please complete and return by email to [ksouthers@lpc.com](mailto:ksouthers@lpc.com)

SUITE NO: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Number of Keys: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(Tenant Signature)

**DO NOT FILL IN BELOW. TO BE COMPLETED BY MANAGEMENT.**

Charge Tenant:                      NO                      YES                      PO#: \_\_\_\_\_

Order Date: \_\_\_\_\_                      Management Approval: \_\_\_\_\_

Order Sent By \_\_\_\_\_

Order Received \_\_\_\_\_