

LINCOLN CENTRE

TENANT KEY REQUEST

COMPANY NAME: _____

BUILDING & SUITE #: _____

CONTACT NAME: _____ PHONE #: _____
(PERSON TO CONTACT IF MORE INFORMATION IS REQUIRED)

PLEASE ALLOW 48 HOURS FOR DELIVERY

- () **DUPLICATE KEYS – \$3.00* per key.**
- () **REKEY DOOR - \$30.00* per lock includes 2 keys.**
- () **INSTALL LOCKSET - \$367.50* installed includes 2 keys.**

*** Plus Tax**

ENTRY / OFFICE / ROOM #: _____
If available, please provide code number stamped on previously issued key.

NUMBER OF KEYS: _____

DATE NEEDED: _____

SPECIAL KEYING INSTRUCTIONS: _____

Please return this request to:

Eva Snipes

Direct: 972.770.2440

Fax: 972.770.2450

evasnipes@cousinsproperties.com

APPROVED BY: _____

Authorized Tenant Contact's Signature

Date