



KEY & LOCK CHANGE REQUEST FORM

(Please complete, sign & email to dpcmanagement@parallelcp.com)

Tenant Name	Suite Number(s)
Authorized by (<i>Print Name</i>)	Phone
Authorized by (Signature)	Date
	Email

- KEY COPIES:** If applicable, a charge of \$2.50 per key (No G.E. Tax on keys.) will be billed back on the tenant's monthly statement.

COMPLETED BY TENANT			COMPLETED BY MANAGEMENT	
DESCRIPTION		AMOUNT REQUESTED	CHARGEABLE TO TENANT?	SUBTOTAL
OFFICE DOOR	Entry Door			
	Interior Door			
RESTROOM	Men			
	Women			

- LOCK CHANGE:** If applicable, a charge of \$50.00 per lock (+ G.E. Tax) will be billed back on the tenant's monthly statement. Each lock change includes (2) keys. If requesting additional key copies, then please complete the copy request section above.

COMPLETED BY TENANT		COMPLETED BY MANAGEMENT	
DESCRIPTION	AMOUNT REQUESTED	CHARGEABLE TO TENANT?	SUBTOTAL
Entry Door			
Interior Door			

- NEW MAILBOX:** New tenants only. Tenants will receive (3) mailbox keys. Upon moveout all (3) mailbox keys will need to be returned to management. If all three keys are not returned, then a lock change fee will be assessed at that time.

Will you require a mailbox? Yes No

Estimated Total: _____

Key(s) Received By:			
	Name (Print)	Signature	Date



COMPLETED BY MAINTENANCE DEPARTMENT:

- | | Completed by: | Date: |
|---|---------------|-------|
| <input type="checkbox"/> Pick-up key(s) from Management or Tenant | _____ | _____ |
| <input type="checkbox"/> Remove existing cylinder, label w/current date & suite number | _____ | _____ |
| <input type="checkbox"/> Install new cylinder | _____ | _____ |
| <input type="checkbox"/> Test all new keys in all locks before delivering to Management | _____ | _____ |
| <input type="checkbox"/> Turn in keys to Management | _____ | _____ |

COMPLETED BY MANAGEMENT OFFICE:

- | | Completed by: | Date: |
|--|---------------|-------|
| <input type="checkbox"/> Provided key(s) to tenant | _____ | _____ |
| <input type="checkbox"/> Billed to tenant | _____ | _____ |