

EQUITY OFFICE PROPERTIES
700 N. BRAND BOULEVARD
SUITE 580
GLENDALE, CA 91203

PHONE: (818) 243-3303
FAX: (818) 243-0439

KEY REQUEST FORM

DATE: ____/____/____

YOUR NAME: _____

COMPANY NAME: _____

SUITE #: _____

KEY #: _____

QUANTITY: _____

I understand that there will be a charge of \$3.50 plus tax per key which will be invoiced to my company by building management. In addition, I understand if my key request total is less than the required minimum of ten dollars (\$10.00) there will be a surcharge of three dollars and eighty cents (\$3.80) for a processing fee. By signing below I declare that I am authorized to request duplicate keys on my company's behalf.

Signature