

## KEY REQUEST FORM

Date: \_\_\_\_\_ Requested By: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Suite #: \_\_\_\_\_ Total # of Keys: \_\_\_\_\_

\_\_\_\_\_ New Tenant / No Charge

\_\_\_\_\_ Suite Keys \$6.00 each

Key #: \_\_\_\_\_ Hook: \_\_\_\_\_

\_\_\_\_\_ Mailbox Keys \$5.00 each

Mailbox #: \_\_\_\_\_ Hook: \_\_\_\_\_

\_\_\_\_\_ No Charge

Issued Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_  
(Upon Receipt of Keys)

Report a lost, stolen or damaged key as soon as possible to the Management Office at 210-490-7272. There will be a replacement fee according to the pricing shown above. Upon lease termination, Tenant understands and agrees to pay the applicable cost for each building or mailbox key that has been issued but not returned to MSG Management, Inc. **All fees are non-refundable.**

**For MSG Management Office Only:**

Ordered Date: \_\_\_\_\_ Date Received: \_\_\_\_\_  
PO#: \_\_\_\_\_ Invoice #: \_\_\_\_\_