



TERRACE TENANT KEY REQUEST SHEET

13200 Crossroads Parkway North, Suite ____

Key Request

xxx (____) complimentary suite entry keys, 2 restroom keys and after hour access cards are provided at no charge. Each additional key thereafter, is subject to a charge of \$5.00 per key and \$15.00 per access card.

Number of Additional Suite Entry Keys	
Number of Additional After Hour Access Cards	

Please List The Employees Who Will Require After Hour Access Cards

	LAST	FIRST	ACCESS CARD NO.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

All additional key requested must be submitted in writing by an authorized representative of your company. You may send your request to cmarquez@majesticrealty.com .

PLEASE DO NOT SIGN BELOW UNTIL YOU HAVE RECEIVED YOUR KEYS AND ACCESS CARDS

KEY / QTY		Location:		Key Code(s)	
KEY / QTY		Location:		Key Code(s)	
KEY / QTY		Location:		Key Code(s)	
KEY / QTY		Location:		Key Code(s)	

Date

Access Cards & Keys Received By: