



24 Waterway Avenue, Suite 225  
The Woodlands, TX 77380  
Business Phone: (832) 813.7373  
Business Fax: (281) 475.4638

Return to Marissa Virgadamo at  
Marissa.Virgadamo@transwestern.com or fax to  
281.475.4638

## KEY REQUEST

Building Management will provide keys upon initial occupancy. Should you require additional keys, please fill out the information below and **return by fax to the Management Office at 281.465.4638**. There is a \$2.00 fee per key, which you will be invoiced for at the end of the month.

1. **SUITE DOOR KEYS**

# Keys Requested: \_\_\_\_\_

Special Keying Instructions: \_\_\_\_\_

\_\_\_\_\_

2. **INTERIOR DOOR KEYS**

# Keys Requested: \_\_\_\_\_

Special Keying Instructions: \_\_\_\_\_

\_\_\_\_\_

3. **MISCELLANEOUS KEY OR LOCK REQUEST**

# Keys/Locks Requested: \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Building Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Use By Management Only
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1. Keys Ordered: \_\_\_\_\_

2. Work Completed: \_\_\_\_\_

3. Invoiced: \_\_\_\_\_