

375 Beale Street Key Transmittal Form

Date: _____

Company Name And Floor/Suite No.: _____

Requested by: _____

Key# Location/ Door #: (If Applicable)	Number of Keys	Key Assigned To / Or Retrieved From:	Key(s) To Be Delivered To:	Select Reason below:		
<i>Example: 8110A Office no.</i>	<i>(Requested or Returned) Example: Requesting (1)</i>	<i>List of individual(s) name Example: Jane Doe</i>	<i>List name Example: Jane Doe</i>	X	New Key	Lost/Damaged Key /Replacement
					Additional Copy	Returning Key*
				Other:	(Explain reason for selection)	
					New Key	Lost/Damaged Key /Replacement
					Additional Copy	Returning Key*
				Other:		
					New Key	Lost/Damaged Key /Replacement
					Additional Copy	Returning Key*
				Other:		
					New Key	Lost/Damaged Key /Replacement
					Additional Copy	Returning Key*
				Other:		
					New Key	Lost/Damaged Key /Replacement
					Additional Copy	Returning Key*
				Other:		

***Please return Keys to Building Management Office Ste. 256**

I have reviewed and acknowledged the following:

- There is a separate cost associated with each key requested and re-keying of doors as result of lost/damaged keys.
- More information available in the Tenant Information Manual.
- Any lost or stolen key(s) shall be immediately reported to the facility representative and Building Management.
- This Key Transmittal form releases Cushman and Wakefield from any and all liability.

Keys received by:

Print Name: _____

Date: _____

Signature: _____

Office use Only:

Key Code:	Name:	Serialized:	Info. Entered into Site Master Database:	Angus Number: