



# Republic Plaza

## BRASS KEY REQUEST

TENANT: \_\_\_\_\_

SUITE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE: 5 OR MORE KEYS REQUESTED = \$3.00 PER KEY**

KEY #	DESCRIPTION OF DOOR TO BE ACCESSED	QUANTITY	CHARGE

AUTHORIZED BY: \_\_\_\_\_  
(Please Print Name)

SIGNATURE: \_\_\_\_\_  
(Must be Authorized Contact)

Delivery instructions (if other than authorized person): \_\_\_\_\_  
\_\_\_\_\_

**PLEASE SUBMIT TO PROPERTY MANAGEMENT AND ALLOW TWO (2)  
WORKING DAYS FOR DELIVERY**

To Be Completed by Property Management  
Request Received and Approved by:

Received By: \_\_\_\_\_

Approved/Verified By: \_\_\_\_\_