

Return completed form to Healthcare Realty:

FAX 901.747.0350
EMAIL lbeck@healthcarerealty.com
MAIL 6029 Walnut Grove Road, Suite 400
Memphis, Tennessee 38120

Tenant name: _____

Building address: _____ Suite #: _____

Phone: _____ Fax: _____ Requestor's email: _____

Request details

1	RECIPIENT			
	Name: _____ Title: _____ Phone: _____ Email: _____			
2	DOOR LOCATION	RE-KEY DOOR	INSTALL LOCK	# OF KEY COPIES
	Suite entrance			_____
	Restroom			_____
	Mailbox			_____
	Other: _____			_____
	Other: _____			_____
	Other: _____			_____

We acknowledge and agree a locksmith will be required for lock service and for key copies if a copy-ready key is not available. All charges by the locksmith shall be charged back to the tenant's account.

AUTHORIZED BY:

Signature _____ **Date** _____
(Electronic signature represented by blue type)

Name (print) _____ **Title** _____

..... **OFFICE USE ONLY**

Authorized signature confirmed by: _____ Charges processed on: ___ / ___ / ___ by: _____
Initials Initials

