

Return completed form to Healthcare Realty:

EMAIL Idaze@healthcarerealty.com

MAIL 23961 Calle de la Magdalena, Suite 440
Laguna Hills, CA 92653

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: _____
Initials

Charges processed on: ___ / ___ / ___ by: _____
Initials

