



YGNACIO CENTER

2033 N. Main St., Suite 210
Walnut Creek, CA 94596
Tel: 925-935-2033
Fax: 925-938-0107

KEY REQUEST FORM

COMPANY NAME: _____

Building:

- 1990 N. California Blvd. **Suite:** _____
- 2033 N. Main Street **Suite:** _____
- 2001 N. Main Street **Suite:** _____

Key Duplication Request:

| | | | Quantity | Price |
|----------|-------------------------|--|-----------------|--------------|
| Key ID # | Suite: | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | \$10.00 |
| Key ID # | Internal Office: | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | \$10.00 |
| | Mailbox: | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ | \$7.00 |

Total Cost: _____

Original key was lost: Yes No

Authorized Signature: _____

Print Name: _____

Phone Number: _____ Date: _____

Alternate point of contact: _____

Key acceptance signature: _____

PLEASE NOTE:

We will process your request in as timely a manner as possible.

However, the standard completion time for this request is 48 hours.

PLEASE NOTE: Keys are **NOT TO BE DUPLICATED**. Any missing or lost keys should be reported immediately to the Property Management Office at (925) 935-2033