



KEY DUPLICATION REQUEST FORM

I, _____ personally and our company _____
acknowledge receipt of the following key (s)...

Quantity	Key I.D. #	Location:

Total # of Keys	Total Charges
X	\$10.00

I understand that keys are the property of Means Knaus and shall be returned at their request.

In addition, I/we understand that we are individually and jointly responsible for the loss of this key and any related damages caused by the loss of this key.

I the undersigned below accept this responsibility and I am authorized to accept liability for the company I represent.

Tenant acknowledges that there is a \$10.00 per key charge for duplication of keys and also acknowledges receipt of original key.

Acknowledged by: _____ Date: _____

Print Name and Title: _____

Please fill out this form and return it to the Building Management Office in Tower 1, Suite 115 by fax at 303.200.9425, or by email to nichole.depass@am.jll.com.