
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

I understand that keys are the property of JLL 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 attach it to a request in the Angus work order system.
Please email laurvl.lowe@am.jll.com with questions.**