



# KEY/LOCK REQUEST FORM

Form CT-04

MB Plaza

To order keys and locks, please complete this form, have an authorized person sign it and return it to the Office of the Building.

<b>Tenant Name:</b>		<b>Contact Phone #:</b>
<b>Suite No.:</b>		<b>Date:</b>

KEY REQUEST				
Location of Door	Key # (if known)	# of Keys	(To be completed by the Building Management)	
			Cost per Key	Total Cost for Keys
Suite Entrance			\$40.00	
Women's Restroom			\$40.00	
Men's Restroom			\$40.00	
Interior Door			\$40.00	
Mailbox			\$40.00	
Other _____			\$40.00	

ADDITIONAL KEY/LOCK SERVICES REQUEST (these services involve additional charges which will be completed by the Building Management)		
Location of Door	Request Type	Total Cost for Service (To be completed by the Building Management)
	<input type="checkbox"/> Rekey <input type="checkbox"/> Install Lock <input type="checkbox"/> Change Lock/Keypad Code	\$71.00
	<input type="checkbox"/> Rekey <input type="checkbox"/> Install Lock <input type="checkbox"/> Change Lock/Keypad Code	\$71.00

Your account will be billed in accordance with our standard practices for the requested services, including an administrative fee as applicable on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

<b>Tenant Authorized Person:</b>	Signature:	
	Type/print name & title:	

BUILDING MANAGEMENT USE ONLY		
<b>Amount due:</b>	\$	<b>TLA #:</b>
<b>Signature:</b>		<b>Date:</b>

If you have any questions, please contact the Office of the Building:  
 Phone: 818-728-1900      Email: [mbplaza@douglasemmett.com](mailto:mbplaza@douglasemmett.com)  
 16255 Ventura Boulevard, Suite 710, Encino, CA, 91436  
 Revised 05/23