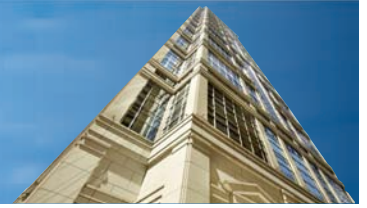


# 77 WEST WACKER

## Key Request Form



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Company:

Tenant Contact:

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Suite Number:

Telephone Number:

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E-mail Address:

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77 West Wacker manages all tenant's key requirements to ensure that the security and integrity of the building's Master Key System is not compromised.

The building's Master Key System is a restricted system issued by Schlage Lock Company to 77 West Wacker. A Letter of Authorization from 77 West Wacker to Schlage Lock Company is the only system available to properly obtain keyed cylinders and keys. All tenant offices are on the building's Master Key system.

Upon initial move-in, tenants are provided with two (2) suite entry keys at no charge. Tenants requiring additional keys will be charged \$5.50 per key. If additional keys are required, please kindly provide the information requested below:

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**Request for additional suite keys:**

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Key Number (if any):

Total # of Additional Keys:

---

Key Number (if any):

Total # of Additional Keys:

---

Key Number (if any):

Total # of Additional Keys:

---

Building standard private offices do not come equipped with lockable cylinders. If lockable cylinders are required, they must be supplied by 77 West Wacker and must be incorporated into the building's Master Key System. **All cylinders are supplied with one (1) key.** Tenants requiring additional keys will be charged \$5.50 per key. If cylinders are required, please kindly provide the information requested below:

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**Request for private office cylinders and additional suite keys:**

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Office Location/Name:

Total Cylinders:

Total Number of Keys:

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Office Location/Name:

Total Cylinders:

Total Number of Keys:

---

Office Location/Name:

Total Cylinders:

Total Number of Keys:

---

Signature:

Title:

---

Date:

Work Order Number:

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