

# TENANT KEY ORDER

Date

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Property Address

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Postcode

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Tenant Name/s

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Reason for Key Order

- Request for an additional set
- Lost / Replacement
- Other

If other, please advise

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Office Use Only

Key Type & Quantity

Apartment door key	Qty	Code
Security swipe / Fob	Qty	
Mailbox key	Qty	Code
Garage remote	Qty	

Approved by

Name

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Signature

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Date

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Key Type & Quantity

Apartment door key	Qty	Code
Security swipe / Fob	Qty	
<input type="checkbox"/> I have advised building manager of lost / faulty swipe		
Mailbox key	Qty	Code
Garage remote	Qty	

By signing this form, the tenant/s hereby acknowledge that upon vacating the property any additional sets of keys, swipes or remote controls ordered and paid for by the tenant, must be returned to Lucas Real Estate as they remain property of the landlord and the cost of which will not be reimbursed to the tenant.

In the event that any keys, swipes or remote controls are not returned, the tenant acknowledges that they will be responsible for the cost of replacing the locks and associated access fobs/remotes of the property.

Please note key/swipe/remote orders can take up to 15 business days to process by third parties.

Signature/s

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Date

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Date

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Charges

Apartment door key	\$
Security swipe / Fob	\$
Mailbox key	\$
Garage remote	\$
Administration fee	\$

Total

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\$

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Date received

/ /

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Received by

Signature

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