

Return completed form to Healthcare Realty:

EMAIL [rrobesky@healthcarerealty.co](mailto:rrobesky@healthcarerealty.co):

Tenant name: \_\_\_\_\_

Building address: \_\_\_\_\_ Suite #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Requestor's email: \_\_\_\_\_

## Request details

<b>1</b>	<b>RECIPIENT</b>			
	Name: _____ Title: _____ Phone: _____ Email: _____			
<b>2</b>	<b>LOCATION</b>	<b>RE-KEY</b>	<b>INSTALL LOCK</b>	<b># OF KEY COPIES</b>
	Suite entrance			_____
	Restroom			_____
	Mailbox			_____
	_____			_____
	_____			_____

*We acknowledge and agree a locksmith will be required for lock service and for key copies if a copy-ready key is not available. All charges by the locksmith shall be charged back to the tenant's account.*

**AUTHORIZED BY:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Electronic signature represented by blue type)

**Name (print)** \_\_\_\_\_ **Title** \_\_\_\_\_

..... OFFICE USE ONLY .....

Authorized signature confirmed by: \_\_\_\_\_  
Initials

Charges processed on: \_\_\_ / \_\_\_ / \_\_\_ by: \_\_\_\_\_  
Initials



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