

Key Request Form

**KEY REQUEST & ACKNOWLEDGEMENT OF RECEIPT**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Bldg # & Suite #

\_\_\_\_\_  
Date

Please indicate the number of metal keys you will need. Datawatch fobs/cards must be purchased by tenant directly from Datawatch Systems at 301-654-3282 (DATA).

Return this order form for processing to Assistant Property Manager, Ben Gallucci, via email [bgallucci@lpc.com](mailto:bgallucci@lpc.com). Any questions, please contact the management office at 703-527-9444.

No. Keys

\_\_\_\_\_ Tenant suite entrance door - \$2.00 per key

\_\_\_\_\_ Women's Restroom - \$2.00 per key

\_\_\_\_\_ Men's Restroom - \$2.00 per key

\_\_\_\_\_ Stair door to the floor where tenant's office is located (only) - \$2.00 per key  
**Note: Stairwell access is temporary during the COVID-19 outbreak and access by tenants will be restricted once elevators return to normal occupancy.**

\_\_\_\_\_ Other \_\_\_\_\_

| <b>Requested By</b> | <b>Received By</b> |
|---------------------|--------------------|
| Signature           | Signature          |
| Name                | Name               |
| Title               | Title              |
| Email               | Email              |
| Date                | Date               |

Name of Building Personnel delivering keys: \_\_\_\_\_