



**KEY AUTHORIZATION FORM**

**Email: chelsi.guyton@cbre.com**

Date: \_\_\_\_\_

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

Suite: \_\_\_\_\_

Phone: \_\_\_\_\_

**Choose one of the following:**

I hereby give authorization for \_\_\_\_\_ key(s) to be made for suite \_\_\_\_\_.

The key number is \_\_\_\_\_.

I hereby give authorization for the lockset to be changed in suite \_\_\_\_\_.

I hereby give authorization to install a lock set for the door in \_\_\_\_\_ 's office.  
Name

I hereby give authorization for a mailbox key to be made. The mailbox number is \_\_\_\_\_.

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Authorization: \_\_\_\_\_  
**OFFICE MANAGER**

Printed Name: \_\_\_\_\_

Please deliver keys to: \_\_\_\_\_  
**PRINTED NAME**