

Date
received by Property Management
Date received by Locksmith

**Zions Securities Corporation
Key Request / Lock Repair Form
10 East South Temple, Suite 1500
Salt Lake City, Utah 84133**

Key Request

Date: _____

Company Name: _____

Employee Name: _____

Address: _____

Phone: _____

Key Requested (Stamped Code if Known): _____

Areas Accessible by Key: _____

Tenant Representative Approval: _____

Property Management Approval: _____

I acknowledge receipt of the described key(s) and agree to maintain it under my personal control at all times during my employment at the above named firm. I further agree to return the key to the company upon transfer or termination of employment.

Employee Signature: _____

Pick Up (Cashier Office): _____

Deliver (\$14.00 delivery charge): _____

Office Use Only
Key(s) cut (Stamped Code): _____
Locksmith Signature: _____

Lock Repairs

Date: _____

Company Name: _____

Employee Name: _____

Address: _____

Phone: _____

Location & Description of Problem: _____

Tenant Representative Approval: _____

Property Management Approval: _____

Locksmith will contact the employee requesting the repairs. Labor will be billed at \$28.00 per hour. Materials will be billed at cost plus 15%.

Office Use Only
Date Completed: _____
Invoice Number: _____