

LAKESIDE COMMONS KEY ACCEPTANCE/KEY REQUEST FORM

If you require keys or a lock change, please complete this form and fax a copy to the Intercontinental Management Office at 678-334-2401 or email it to anyah@intercontinental.net. If you have an URGENT request, please call the Management Office at 678-334-2400.

Company Name: _____

Suite Number: _____

Contact Name: _____

Contact phone: _____

Contact email: _____

Date of Request: _____

Description/number of keys requested:

Alpha Numeric Number on the current Key: _____

Key Code: _____

of Keys: _____

Charge per Key: \$ 3.45

Total Charge: \$ _____

Received by: _____

Name & Title: _____