



**TENANT WORK AUTHORIZATION  
FOR ADDITIONAL KEYS**

TENANT: \_\_\_\_\_ PROPERTY: **Oxnard**

JOB ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**JOB DESCRIPTION:**

Provide the following:

\_\_\_\_\_ Suite keys @ \_\_\_\_\_ per key = \_\_\_\_\_ (first key \$5.00) \*

\_\_\_\_\_ Suite keys @ \_\_\_\_\_ per key = \_\_\_\_\_ (additional keys \$3.00) \*

\_\_\_\_\_ Bldg keys @ \_\_\_\_\_ per key = \_\_\_\_\_

Re-Key: \_\_\_\_\_ lock(s) @ \_\_\_\_\_ per lock = \_\_\_\_\_ (1<sup>st</sup> lock \$45)

Re-Key: \_\_\_\_\_ lock(s) @ \_\_\_\_\_ per lock = \_\_\_\_\_ (add't'l locks \$20 each)

Notes: \_\_\_\_\_

\_\_\_\_\_

TOTAL TENANT COST \$ \_\_\_\_\_

Tenant hereby requests Landlord to perform the above described work. In the event that the actual cost is greater than the estimate shown above, a revised Tenant Work Authorization will be prepared and forwarded for approval prior to commencement of work. All costs indicated above will be due and payable when billed. Please return approved Tenant Work Authorization to the address above to begin work.

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Title

\* Unless otherwise specified

\_\_\_\_\_  
Date