**Douglas**

**Emmett**

**Form CT-04**

**Bishop Square**

***To order keys and locks, please complete this form, have an authorized person sign it and return it to the Office of the Building.***

|  |  |  |
| --- | --- | --- |
| **Tenant Name:** |  | **Tower:**  ASB  Pauahi |
| **Suite No.:** |  | **Date:** |
| **Email:** |  | **Phone #:** |

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|  |  |  |  |
| --- | --- | --- | --- |
| **Location of Door** | **# of Keys** | **Key #** (found at top of key) for Suite Entrance& Interior Door only. | **(For Building Management use only)** |
| **Cost per Key** | **Total Cost for Keys** |
| Suite Entrance |  |  | $40.00 |  |
| Interior Door |  |  | $40.00 |  |
| Women's Restroom |  | $40.00 |  |
| Men's Restroom |  | $40.00 |  |
| Mailbox |  | $40.00 |  |

|  |  |  |
| --- | --- | --- |
| **Location of Door** | **Request Type** | **Total Cost for Service****(For Building Management Use)** |
|  |  Rekey Change Lock/Keypad Code |  |
|  |  Install Lock |  |
|  |  Shipping |  |

Your account will be billed in accordance with our standard practices for the requested services, including an administrative fee as applicable on third party charges. If you have any questions about how your charges will be calculated, please discuss them with us before submitting this form.

|  |  |  |
| --- | --- | --- |
| **Tenant****Authorized Person:** | Signature: |  |
| Type/print name & title: |  |

|  |
| --- |
| **BUILDING MANAGEMENT USE ONLY** |
| **Amount due:** I$ | **TLA #:** |
| **Signature:** | **Date:** |

 **Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you have any questions, please contact the Office of the Building:

Phone: (808) 545-7500 **~** Fax: (808) 523-6008 **~** Email: bishopsguare@douqlasemmett.com

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rev 05/23