



HAMILTON SQUARE
KEY AND ACCESS CONTROL KEY REQUESTS

Tenant Name : _____
Suite Number: _____

Date: _____

Number of Keys (Please indicate the number of keys you will need)

- Main Suite entrance door: _____
- Back door (keyed same as main door? Yes No) _____
- Restroom – women _____
- Restroom – men _____
- Itemized rooms by architectural number
 - a. _____
 - b. _____
 - c. _____
 - Other _____

You may obtain **Kastle Access Control Keys** for after hours access by calling Kastle’s service center at **(703) 284-0353** with the number of keys requested. The initial order of keys is free-of-charge; however, there will be an additional charge per key for additional orders.

Postal Keys are available at no charge by contacting the building engineer at **(202) 347-2818**.

Number of Keys received: _____

Date: _____

Keys received by: _____

Title: _____