

KEY PICK-UP

Kew Management does not keep any tenant keys

LEASED PREMISES:

Building: _____ Suite: _____ Company: _____

CURRENT CONTACT:

Name: _____ Phone: _____ E-mail: _____

ORIENTATION:

Orientation Date: _____ Time: _____

Orientation Given To: _____

Title/Function: _____

Orientation Given By: _____

Department: _____

PLACE ID HERE

ORIENTATION AND KEYS RECEIVED BY

Tenant Signature: _____

Print Name: _____ Date: _____

