



### SECURITY KEY FOB RETURN FORM

TENANT: \_\_\_\_\_ BLDG/SUITE: \_\_\_\_\_

EMAIL/PH #: \_\_\_\_\_ DATE: \_\_\_\_\_

In order to refund the \$25.00 Key Fob deposit, the Key Fob must be returned with this form. Key Fobs requested/issued by the Tenant will have their deposit credited to their monthly rental invoice. Key Fob deposits paid directly by employees will have their deposit returned by check only.

**Employees need to fill out the information below for check processing.**

**\*Note: It will take approximately two weeks to process the Key Fob deposit refund. Refund checks will be mailed to the address given below:**

NAME: \_\_\_\_\_  
*(Name or person(s) who paid the \$25.00 Key Fob deposit)*

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE #: \_\_\_\_\_

KEY FOB #: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

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*For Office use only*

# OF KEY FOBs **RETURNED** AT \$25.00 EACH: \_\_\_\_\_

Total: \$ \_\_\_\_\_

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE