



**LOST KEY REPORT FORM**

Lost keys are subject to a replacement fee of from \$15.00 for single door up to \$100.00 for a grand master.

Reported to General Manager Date: \_\_\_\_\_

Last Name	First Name
This is to report that the above named employee has lost his/her keys under the following circumstances on:	Date:

**Lost Key Information**

Building Name	Room Number	Key Number	Reissue Key	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

\_\_\_\_\_  
Employee Signature Title Date

\_\_\_\_\_  
General Manager Signature Title Date

**CONFIRMATION OF RECEIPT OF KEY(S)**

\_\_\_\_\_  
Employee Signature Date