



MEDIATE
MANAGEMENT
COMPANY

Key, Fob or Garage Opener Request Form

An office administration fee of \$35 is charged per key or fob. Additional charges may apply if the building charges for the material cost of the key or fob.

This form does not apply to properties where the site manager or site staff facilitates production of keys and fobs.

Date: _____ Person Requesting Key/Fob: _____

Property Address (include Unit #): _____

Relationship to Unit if not the Unit Owner: _____

Cell Phone: _____

Email: _____

Requested Item(s):

- Front Door Key Quantity: _____
- Front Door Fob Quantity: _____
- Garage Door Opener Quantity: _____
- Other (specify) _____ Quantity: _____

Delivery or Pick-up:

- USPS Mail to this address (+ \$10): _____
- I will pick up from the office once notified the order is ready.
- I will send a courier or pre-paid shipping label once notified the order is ready.

Payment Options:

1. Check

Mail the completed form with a check payable to Mediate Management Company, Inc. to Mediate Management Company, 4 Bunker Hill Industrial Park, Boston, MA 02129

2. Credit Card by Phone

Provide your phone number and our team will call you to process payment: _____

3. Pay by check at pick-up

T: (617) 316-3300 | 4 Bunker Hill Industrial Park, Boston, MA 02129 | www.mediatemanagement.com
Property Management | Maintenance | Staffing | Cleaning | Project Management

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