

*Pinefino, LLC*  
*2905 Stender Way, Unit # 88A*  
*Santa Clara, CA 95054*  
*408-844-8299*

**KEY/S TRANSMITTAL**

DATE: \_\_\_\_\_

ADDRESS: 100 Baden Ave Unit \_\_\_\_\_ South San Francisco CA 94080

We delivered the following to undersigned tenant:

1. \_\_\_\_\_ Mail box key
2. \_\_\_\_\_ Key card/fob/s (Codes \_\_\_\_\_)
3. \_\_\_\_\_ Garage gate remote control/s (Codes \_\_\_\_\_)
4. \_\_\_\_\_

I/We acknowledge receipt of above key/s.

Tenant/Recipient: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

---

One time charge for additional keys:

1. Mailbox key \$10
2. Key card/fob \$25
3. Garage gate remote control \$50

Lost keys or fobs or remote should be reported immediately and replacement costs as above plus \$100 administration fee.

All keys and additional keys should be returned upon termination. Missing keys will be charged as lost keys stated above.