



RESIDENT LOCK CHANGE REQUEST

This document facilitates communication and authority approval for the purpose of changing and servicing locks.

Date of Submission: _____ Date and Time of Service Needed: _____

Resident(s) Name: _____

Property Name: _____

Property Address: _____ Unit: _____

Home Number: _____ (please provide the best number to reach you and an alternate number)

Alternate Phone Number: _____

Reason for Request: _____

I request permission to change the locks to my leased premises and understand the fees associated.

- Lock(s) Replacement: Cost of lock(s) plus \$75.00 minimum labor fee

Additional Fees:

- Additional Key Request: \$25.00
- Unlock Door: Free during business hours and \$50.00 service fee outside of business hours

I understand the property manager will be provided with a set of keys upon completion of the job.

Resident Signature

Resident Signature

Property Manager Action

Date of Key/Lock Replacement and Service: _____ Time of Service: _____ am / pm to _____ am / pm

Who will be performing Lock Job Request/Service: (check one)

Internal Staff Member

Outside Vendor Vendor Name: _____ Company: _____

Address: _____ Phone: _____

Job Performed: _____

Property Manager Signature

Property Manager (printed first and last name)