



Lockout Policy

Apartment Lock Out Policy: If residents lose their key or become locked out of their apartment, the following options are available:

1. During posted normal business hours (excluding holidays) 9am-5pm Monday thru Friday residents may come to the front desk for assistance. There is no fee for this service. Resident must provide proof of identity before being allowed entry into the apartment. There will be a fee for any replacement key provided.
2. After posted normal business hours (excluding holidays) residents may come to the front desk for assistance. There will be a \$25 fee for this service. Resident must sign lockout form and provide proof of identity before being allowed entry into the apartment. There will be a fee for any replacement key provided.

TENANT _____ DATE _____

TENANT _____ DATE _____

TENANT _____ DATE _____