

TENANT KEY REQUEST FORM

Please be advised, all KEY and/or LOCKSET CHANGE requests must be requested in writing. Your request will be reviewed for approval or denial. Only locks provided by the authority are permitted.

AFTER HOURS LOCKOUT: If you are locked out of your unit after MHA business hours, an MHA employee will let you into your unit and your rental account will be assessed the lockout charge in effect at that time.

KEYS: Extra keys for your unit may be requested. All requests for extra keys will be reviewed. If approved, you will be charged according to the current Schedule of Tenant Charges.

LOCKSET CHANGE: You may request a lockset change. All requests for lockset changes will be reviewed. If approved, you will be charged according to the current Schedule of Tenant Charges.

TENANT NAME: _____ **UNIT#:** _____

PHONE #: _____

TYPE OF REQUEST (✓)

- | | | |
|--|--|---|
| ☐ EXTRA APARTMENT KEY | ☐ REPLACEMENT APARTMENT KEY | ☐ CHANGE APT. LOCKSETS |
| ☐ EXTRA MAILBOX KEY | ☐ REPLACEMENT MAILBOX KEY | ☐ CHANGE MAIL LOCKSETS |

REASON FOR REQUEST

INDIVIDUAL RECEIVING KEY

NAME: _____ **PHONE #:** _____

REPLATIONSHIP: _____

ADDRESS: _____

TENANT SIGNATURE

DATE

OFFICE USE ONLY

DATE RECEIVED: _____

☐ **APPROVED** ☐ **DENIED**

NOTES: _____
