

# Key REPLACEMENT Form



Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check all that apply:**

- I lost my room key (\$162 for lock changes, \$8 for new key set)
- I lost my mailbox key Mailbox # \_\_\_\_\_ (\$25 for new lock and keys)
- My room/mailbox key no longer works in the lock (*please attach key to this slip*)

I understand that the above charges will be applied to my account. Should I find lost keys after the locks have been changed, I agree to return them to the Residence Life Manager promptly, and I may be eligible for a partial or full refund. Submitting this form also grants expressed permission for maintenance staff to enter my living unit to replace the lock.

Student Signature: \_\_\_\_\_

Received by Washko: _____	Room: _____ / Key: _____	Mailbox: _____ / Key: _____
Charged to student account on: _____	Total Charge: _____	RLM Initials _____
Lock change & new keys ordered: _____	Maintenance Coordinator Initials: _____	New Key No.: _____
Resident notified of completion on: _____	via <input type="checkbox"/> phone <input type="checkbox"/> email <input type="checkbox"/> mailbox	Staff Initials: _____