



REALTY, Inc.

311 S. Main St. Normal, IL 61761
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(309) 454-2338 On Campus
(309) 452-8521 Residential
(309) 452-3714 Fax

LOCK & KEY REPLACEMENT FORM

I have lost the following keys and would like to have them replaced and agree to pay the replacement fee.

Resident Name: _____

Apartment Address & Unit #: _____

Driver's License #: _____

<u>TYPE</u>	<u>FEE</u>
Apartment Key	
<input type="checkbox"/> Re-key all unit entry locks	\$100
<input type="checkbox"/> Provide (1) new key to existing lock (locks will not be changed)	\$25
Bedroom Key	
<input type="checkbox"/> Re-key individual bedroom lock	\$45
<input type="checkbox"/> Replace bedroom passage knob with a keyed knob	\$45
Mail Key	
<input type="checkbox"/> Re-key individual mailbox lock	\$60
<input type="checkbox"/> Provide (1) new key to existing mailbox lock	\$25
Other Keys	
<input type="checkbox"/> Provide (1) new key to existing laundry lock	\$25
<input type="checkbox"/> Provide (1) new key to existing security door	\$25
<input type="checkbox"/> Provide (1) new key to existing elevator	\$25
Lock Out Service	
<input type="checkbox"/> After hours/During hours Lock Out Service	\$75/\$45
TOTAL FEE: _____	

Fee payment Method

- Cash (Receipt # _____)
- Check # _____
- Online Payment (reference # _____)
- Added as charge to resident ledger (Requires manager approval. Charge must be paid with 5 business days or late fees will apply.) **Manager Initials:** _____

Resident Signature: _____ Date: _____

FOR OFFICE USE ONLY: 1 Copy to Tenant ___ 1 Copy to Accounting ___
1 Copy to Maintenance ___