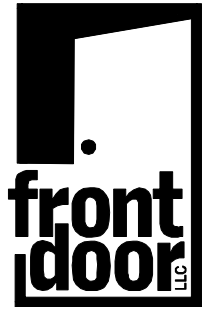


# Additional Key Request



Tenants without roommates may have one (1) additional key per apartment with management approval. Management has sole discretion for distribution of keys. Any additional key is strictly intended for use of person(s) on the lease at the property listed below.

Co-signers may also request a key, but must be present to sign this form and retrieve their key. Co-signer keys will ONLY be distributed and renewed/reactivated for co-signers with valid ID. Co-signer keys WILL NOT be issued to tenants at any time. We also reserve the right to confiscate any co-signer keys found in the possession of anyone other than the co-signer.

The additional key will be available a minimum of two (2) business days from the time of this request. Bring photo identification and pick up the key from the main leasing office during normal leasing office hours. ( ) \$25 additional key fee ( ) \$30 processing fee for a sub-leaser

## TENANT Agreement:

I, \_\_\_\_\_ a tenant at \_\_\_\_\_, request an additional key to my apartment. I am responsible for its safekeeping and agree to stay in accordance with the terms of my lease.

## CO-SIGNER Agreement:

I, \_\_\_\_\_ a co-signer for \_\_\_\_\_ request an additional key. I am responsible for its safekeeping and agree to stay in accordance with the terms of the lease.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is this key for a sublease? \_\_\_\_ Yes \_\_\_\_ No. (Additional Key Charge part of \$30 Sublease Fee)  
If yes, please fill out the subleser's information below and notify him/her that he/she must fill out an Emergency Contact Form.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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For office use only:

Date requested: \_\_\_\_\_

M.R. completed by: \_\_\_\_\_

Check/M.O. # \_\_\_\_\_

Tenant picked up: \_\_\_\_\_

M/O key turned in? \_\_\_\_\_

Mgmt initials: \_\_\_\_\_