



**Resident Lock Change Request**

Resident Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_

City: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Tel: \_\_\_\_\_ (please provide the best number to reach you and an alternate number)

Alternate Tel: \_\_\_\_\_

I request permission to change the locks to my leased premises.

I understand that, if approved, all work must be performed by a licensed and insured locksmith.

I understand that if work is not performed properly, that the necessary repairs can be deducted from my security deposit.

**I must submit 3 copies of all new keys to Agent within 24 hours of job completion.**

X

\_\_\_\_\_  
Resident

Received: \_\_\_\_\_ (date)

Agent Action

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_