SUNNYSIDE U APARTMENTS

Lock Out List

Apt # _____   Tenant # _____

Resident Name _____   Phone # _____

Spouse/Partner Name _____   Phone # _____

Please list any individuals you would like to have access to a loaner key for your apartment:

Name_____ ☐ Child ☐ Other   Name_____☐ Child ☐ Other

Name_____ ☐ Child ☐ Other   Name_____☐ Child ☐ Other

Name_____ ☐ Child ☐ Other   Name_____☐ Child ☐ Other

Name_____ ☐ Child ☐ Other   Name_____☐ Child ☐ Other

Only the people listed on this form will be allowed to check out a loaner key for this apartment.

Loaner keys are available at the Maintenance Office during business hours. After hours, residents and those on this list may gain access to the apartment for a fee by calling Campus Security.

I understand I must fill out a new form whenever I want to add or delete names on this list.

Emergency Contact

Please list someone who does not live with you that we could contact in case of emergency:

Name_____   Phone #_____

Signature

Resident Signature _____   Date_____

Office Use Only

☐ Verify occupant information

☐ Add lock out names

☐ Add emergency contact

☐ Scan and attach documents

Revised 4/2024