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