

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. I will bring photo identification and pick up the key from the main leasing office in the Coronado during normal leasing office hours. There is a \$25.00 fee due at pick up, in the form of a check or money order.

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: _____

For office use only:

Date requested: _____

M.R. completed by: _____

Check/M.O. # _____

Tenant picked up: _____

M/O key turned in? _____

Mgmt initials: _____