



Rekey Authorization Form

Name: _____

Address: _____

Telephone/Cel #: _____

I acknowledge that I have received _____ unit keys as listed below and agree to pay the cost associated with this service. All matters regarding cost or extra keys should be directed to the Property Manager the next business day.

Keys Issued/Work Performed

New Lock/Key number

- Contractor TO Tenant _____
- Tenant TO Contractor _____
- Tenant TO Tenant _____

Ref# _____

Signature _____ Date _____

Notes: _____

Lock Change Performed by _____

Control Key returned by _____ Time _____ / / _____
YYYY/MM/DD