



## Lock Change Policy

A resident can request that their locks be changed by following the procedure listed below:

1. A resident must go to their Management office and request that the locks be changed.
2. The Office Manager will give the resident a form to sign, which authorizes the MHA to change the locks. The original will be forwarded to the Maintenance and a copy will be placed in the resident's file. When Maintenance receives the lock change request work order, the lock change scheduled.
3. The lock change request contains the following information:

Date: \_\_\_\_\_

I \_\_\_\_\_ request the Montgomery Housing Authority to change my locks and I agree to pay the following charges as applicable:

1 <sup>st</sup> Lock Change	\$ 26.60
2 <sup>nd</sup> & 3 <sup>rd</sup> Lock Change	\$ 36.60
4 <sup>th</sup> time Lock Change	\$ 46.60
	\$10.00 increments each time thereafter

Two keys will be provided with each lock change and if the resident requests additional keys, the cost for keys will be based on the change posted in the list of charges for keys.

The amount that I am obligated to pay based on the above list of charges and the number of times that I have had my locks changed, plus any additional keys is  
\$ \_\_\_\_\_.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Apartment Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Housing Authority Representative / Date  
Original to be attached to Maintenance Work Order  
Copy to Resident file