

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Housing and Residential Life

KEY AND LOCK REPLACEMENT - \$50.00

LAST NAME (Please Print) **FIRSTNAME**

CAMPUS I.D. NUMBER

TODAY'S DATE

REASON FOR KEY REPLACEMENT:

- _____ 1. **LOST OR STOLEN KEY:** I have lost my residence hall key or my residence hall key has been stolen, and I am requesting new locks and a new key. I understand the charge for this service is \$50.00. I understand that I will receive a temporary key replacement at this time from Housing & Residential Life, and that when my lock is changed, I will be required to turn in this temporary key in order to obtain the key to the new lock. I also understand that my roommate will be required to exchange their old key for the new key, that I cannot do this for them, and if one of us does not have the old key to exchange for the new key, that resident will be charged an additional \$10.00.
- _____ 2. **TEMPORARY KEY:** I have not lost my key. I know where my key is but don't have the key with me at this time and need a temporary replacement. I will return this replacement key to the Housing & Residential Life office no later than _____ (time and date to be determined by Housing & Residential Life office). If I do not return the replacement key by the above time, I understand that a new lock will be installed, new keys will be issued, I will automatically be charged \$50.00, and I will need to follow the procedures stated in #1 above, in order to obtain the new key.
- _____ 3. **BENT/BROKEN KEY:** No Charge. **(Employee MUST attach bent/broken key to this form.)** If resident does not have the bent/broken key, this will be considered a lost key request as in #1 above - no exceptions!

I have received key # _____ and will comply with the return of it as indicated in number 1 or 2 above.

RESIDENT'S SIGNATURE

DATE

RESIDENCE HALL

ROOM NUMBER

----- BELOW FOR OFFICE USE ONLY -----

EMPLOYEE SIGNATURE

NAME OF RESIDENCE HALL EMPLOYEE
PROVIDING VERIFICATION OF ROOM NUMBER

DATE AND TIME LOCK CHANGE REQUESTED

EMPLOYEE SIGNATURE

DATE AND TIME LOCK CHANGED

WITHIN THREE (3) BUSINESS DAYS OF LOCK CHANGE, HALL OFFICE MUST RETURN OLD KEYS TO THE HOUSING & RESIDENTIAL LIFE OFFICE:

EMPLOYEE SIGNATURE

NUMBER OF KEYS RECEIVED FROM COORDINATOR

DATE RECEIVED