



Lock Out List and Emergency Contact

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