# Lock change templates

Spare key signed out – please return ASAP

Dear resident, your key has been signed out overnight. If you do not return your spare key today, the area office will have to file a lock change tomorrow morning. Lock changes cost between $25-$50 depending on the key and building, and once they are ordered cannot be cancelled. Please return your key as soon as possible.

The area office is open from 8am to 12am.

Area office signature  
with phone number

Spare key not returned – lock change being processed

Dear resident, your key has been signed out for 2 or more days and a lock change has been ordered for your room. Please hold on to your spare key until your lock is changed. You must sign your new key out from the hall office after we have updated our key inventory. Once a lock change has been issued, the hall office will no longer allow you to return your spare key.

The area office is open from 8am to 12am.

Area office signature  
with phone number