Key Signed Out Bin

SPARE KEY SIGN OUT:

Spare keys _MUST_ be returned within 24 hours . If you fail to return a key on-time a lock change may be initiated at your expense.

	Resident Signature	Key Code	Date OUT	Staff Initials	Date IN	Staff Initials
1	X					
2	X					
3	X					
4	X					
5	X					

DA: Please place in RD's mailbox if filled and create a new key card.

Morning DAs check the date out and send residents email template

Check in/out bin

| Last Name, First Name | Residential Education and Housing |
| Student ID; DOB | **Residential Key Card** |

RESIDENT CHECK-IN: I acknowledge responsibility for the use and replacement of the following keys if necessary. (All keys are the property of TCNJ.)

BLDG– ROOM # (or type)	KEY CODE	RESIDENT SIGNATURE	DATE
		X	
		X	
		X	
		X	
		X	

*If space is filled, please start a new card and attach the two.

Attach key packet, mail/bath key/ combo for residents checking in

After resident checks in, return to file
After resident checks out, return to SMRO