



LOCKOUT POLICY

If you are locked out of your unit or your keys have been lost or stolen, you need to be aware of the following policies and procedures:

1. If you are locked out during business hours, call the leasing office immediately. If you are locked out after business hours, you must call the emergency maintenance number 724-443-5750.
2. A Lockout Fee will be applied to your account according to the chart below. Payment must be made in full within 10 days of the lockout.
3. Please ensure that you inform maintenance of your exact location so they know where to meet you.
4. Entry cannot be granted to friends or relatives. Only those listed on the lease as a resident will be allowed access.

*We encourage all tenants to have an extra set of keys to avoid paying a costly lockout fee.

Lockouts during business hours	\$50.00
Lockouts after business hours; weekends; holidays	\$100.00

If your keys have been lost or stolen, replacement fees will apply at \$5.00 per key.

CHARGES FOR LOCK CHANGES

IN ORDER FOR A LOCK CHANGE TO HAPPEN, WE MUST RECEIVE PAYMENT AND A WRITTEN REQUEST SIGNED BY ALL LEASEHOLDERS AND MANAGEMENT APPROVAL.

Regular Unit Door Lock	\$60
Deadbolt	\$60
Garage/Mailbox Lock	\$35

The cost of a lock change is always the responsibility of the resident. Lock changes must be paid in full prior to initiating the lock change.

RESIDENT(S) INITIAL(S)