

**Housing Complexes**  
**Managed by Human Resources Development & Employment, Inc.**

**Key Policy**

1. Each tenant will receive a front door key, an apartment key, and a mailbox key. A deposit of \$25.00 will be paid per set per household member at move-in.
2. A \$25.00 fee will be charged to the resident, if it is necessary to purchase a replacement set.
3. All keys will be registered with Management. There will be NO keys given to anyone by a tenant. Any key issued will be done so by Management and a key deposit will be paid for said key.
4. NO mailbox keys will be given to anyone other than the tenant. If a tenant wants someone else to pick up his/her mail, it is his/her responsibility to provide that person with his/her own key and to retrieve the key when the mail is delivered.
5. A front door key (elevator buildings) may be issued to such service providers as the mail person, fire department and police department. There will be no charge for these keys, but Management will maintain a list of the person responsible for the key, along with appropriate address, telephone number, and photo ID.
6. A master list of all keys will be maintained by Management. This list will be updated as keys are assigned and/or returned. This list will show the apartment it is for and the name, address, and telephone number of the person responsible for that key, and the \$20.00 deposit paid date. Any person granted permission to have a key must also provide a photo ID. Any person violating the Key Policy will immediately and forever forfeit any right to the use of a key at the housing complex.
7. Any tenant violating the Key Policy will be subject to termination of his/her Lease.
8. The lock to an apartment will be changed when a tenant vacates. A supply of locks will be kept on hand so that appropriate switching can be done.
9. When a tenant vacates, there will not be any key deposit returned until all keys are received. If all keys are not returned, the charge of new locks will be deducted from the resident's security deposit in the amount of: \$35.00 for a mailbox lock, \$65.00 for a locksmith and \$20.00 for the front door.