



Mailbox Lock Change Order

Date of Request: _____

The US Post Office is not responsible for the mailbox locks/keys for this property. There are NO COPIES of the current key with management or at the post office, you must obtain the key through the seller. If the locks need to be replaced, complete this form and submit to Priority Property Management.

Note: Replacing the locks could take as long as 10 working days.

Name: _____ Owner or Renter (circle one)

Name of any other owner or renter authorized to pick up mailbox keys:

Phone#: _____ Email Address: _____

Community: _____

Unit Address: _____

PPM OFFICE USE ONLY

Verify and check off the following before scheduling lock change with post office:

- Verify name(s) of requester(s) are either a current owner or lessee listed on rental agreement (must be a valid lease)
- Notify requester of \$75 fee must be paid in the form of check or money order to the order of Priority Property Management and valid government issued photo I.D. (i.e. drivers license) must be presented before a key will be released
- Submit this form to lock installer

LOCK INSTALLER

Schedule lock change with appropriate Post Office and mark on calendar

- Date: _____ Time: _____
- Notify accounting of order and collect invoice
- Lock changed: Date: _____ Time: _____
- Requester informed of lock change and keys available for pick up
- Keys labeled with requesters last name(s), unit address and mailbox number
- Keys (if not delivered upon change) attached to this form and placed in lock box with invoice
- Document lock change in SEC homeowner file

KEY RELEASE

- Verify government issued photo identification
- Verify payment method and that it is paid to the order of Priority Property Management
- Have requester sign the bottom of this form
- Document key release in SEC homeowner file
- Scan this form and save in appropriate unit file

I, _____ (print name) hereby acknowledge that the Priority Property Management staff has verified my photo I.D. and has issued me mailbox keys for the address indicated at the top of this order form.

Signature: _____ Date: _____