

REQUEST FOR ADDITIONAL ELECTRONIC KEY FOB

Residents may request an additional key fob for a non-resident who is an immediate relative or a bona fide care giver. **There is a charge of \$6.00**, refundable upon return of the fob in good condition. The following conditions will apply to the issue of additional fobs:

- 1) The resident must submit a signed request, using the form below.
- 2) The person receiving the additional fob must present an acceptable photo ID (driver's license, state identification card, employee ID, government ID)
- 3) The person receiving the fob must sign a certification (see other side) that they understand that the fob is being issued for the benefit of the resident, and that the Housing Authority may revoke the fob at its discretion.

I am requesting an additional key fob for the following non-resident:

_____ Relative _____ Care Giver

_____ Other (please specify) _____

Non-resident's Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: (_____) _____

If Care Giver or other professional, name of agency: _____

There is a fee of \$6.00 for each extra fob. This fee is refundable if fob is returned in good condition.

Resident's name: _____

Building: _____ Apt: _____

Resident's Signature: _____ Date: _____

NON-RESIDENT KEY FOB CERTIFICATION FOR USE

I acknowledge that I have received Key Fob # _____.

I certify that the key fob issued to me will not be used to further any illegal purpose.

I understand that the key fob is being issued for the benefit of the resident and may be revoked by the Housing Authority at its discretion.

I understand that this key fob is registered in my name and I am responsible for its proper use.

If the key fob is lost or stolen, I will notify the Housing Authority immediately at (740) 282-0994.

Signature of Non-resident Receiving Fob

Date

HA Representative

Date