



**Tenant's Lost/Misplaced Key Form**

Dear Tenant:

Thank you for your tenancy at one of our managed properties. As a friendly reminder, the following paragraph on your lease addresses our agreement on Tenant's lost/misplaced key: "LOST/MISPLACED KEYS. It is Tenant's sole responsibility to regain entry to premises including costs associated with professional assistance and any damages during the process. No locks shall be changed without prior consent of the Landlord. It is suggested that Tenant keep a spare key in an accessible location in case of an emergency."

However, for your convenience, we offer you three options below:

1. Inform your Property Manager of your circumstance and schedule an appointment to come to WPI Real Estate, located at 9500 Roosevelt Way NE #100 Seattle, WA 98115, during regular business hours (9am-5pm) Monday through Friday. If a spare key is not available in our office, option 3 below will be your only option. If we have a spare key available, a check of \$50, made to WPI Real Estate, and a valid photo ID will be required as a service fee before the key is released to you. If you return the key to WPI Real Estate within 48 hours, the \$50 fee will be refunded to you in full as a courtesy to our tenants.

**WPI Office Manager:**

- Tenant's photo ID verified (Name: \_\_\_\_\_ Phone: \_\_\_\_\_)
- \$50 fee received from Tenant

Tenant hereby confirms the receipt of key from WPI Real Estate for property located at:

Address: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

2. If Property Manager visits your property and unlocks the door for you, the service fee will be **\$100** for properties located in Seattle and **\$200** for properties outside of Seattle.
3. Call a locksmith to unlock the door. We have included three vendors below for your reference but you may use any vendor of your choosing so long they are licensed, bonded and insured contractors. **Please note that you are not allowed to change the lock under any circumstances.** The locksmith may only open the lock without damaging it and rekey/recreate a new key for the existing lock. You will be responsible for all service fees for the locksmith.
  - a. Ravenna Locksmith – 206-525-8302
  - b. Bulger Safe & Lock – 206-363-0172
  - c. Mr. Rekey – 206-623-3388

**OFFICE USE ONLY:**

**PM:**

- Unlock service completed on: \_\_\_\_\_ (date)
- This form was given to BK on: \_\_\_\_\_ (date)

**BK:**

- Add service charge to Tenant's ledger. Completed: \_\_\_\_\_ (date)
- Scan and upload form to AppFolio. Completed: \_\_\_\_\_ (date)
- File paper copy into Tenant File. Completed: \_\_\_\_\_ (date)