

# EXTRA KEY FORM

The University of Texas at Austin  
University Apartments  
The Division of Housing and Food Services  
3501 Lake Austin Blvd  
Austin, TX 78703

Apartment Number: \_\_\_\_\_

Student Identification: \_\_\_\_\_

Contract Holder: \_\_\_\_\_

UT EID: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Extra Key(s):

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I understand that, I as the contract holder for the stated apartment, am fully responsible for this key(s) until it is returned to the University Apartments Leasing Office. Furthermore, I understand that I will be held financially responsible for any key and/or lock replacements that might be needed if this key is lost/misplaced (a \$75.00 charge). I agree to pay \$10.00 for every key I receive beyond the two keys issued at check-in.

\_\_\_\_\_  
Contract Holder's Signature

\_\_\_\_\_  
Date

**OFFICIAL OFFICE USE ONLY:**

Key Numbers: \_\_\_\_\_

Name of Key Holder: \_\_\_\_\_

Key Numbers: \_\_\_\_\_

Name of Key Holder: \_\_\_\_\_

\_\_\_\_\_  
Staff Initials

\_\_\_\_\_  
Key Origins