Apartment Access Authorization

Resident(s) of record named on the Rental Agreement will be issued a courtesy key in the event of a lock-out. By completing this form, any person listed on this form will be granted permission to enter your apartment. Please include names of your children, relatives and friends to request a back-up key from the Leasing Center in the event of a lock-out during business hours **only**. Courtesy keys are issued for a 24-hour period.

☐ Coast Apartments
☐ La Jolla Del Sol Apartments

Please fill in the appropriate sections below with required information.

I,_____, resident located at_____ authorize the Leasing Center staff to provide access to my apartment to the individual(s) listed below, provided they present proper identification:

NAME	RELATIONSHIP	BIRTHDATE

By completing this form, I understand I am responsible for any key that is lost, stolen, or misplaced and will be assessed $100.00 for an apartment lock change and $30.00 for a mailbox lock change.

_____ _____
Resident Signature Date

_____ _____
Resident Signature Date

_____ _____
Resident Signature Date

_____ _____
Resident Signature Date

The Regents of the University of California

by: _____ _____
Office of Housing and Dining Administration Date

(11/04)