

**Montgomery Housing Authority
Lock Change Policy**

A resident can request that their locks be changed by following the procedure listed below:

1. A resident must go to their Management office and request that the locks be changed.
2. The Office Manager will give the resident a form to sign, which authorizes the MHA to change the locks. The original will be forwarded to the Maintenance Department and a copy will be placed in the resident's file. When the Maintenance Department receives the lock change request, a work order will be written and the lock change scheduled.
3. The lock change request contains the following information:

**Montgomery Housing Authority
1020 Bell Street (334) 206-7200
Montgomery, Alabama 36104**

Date: _____

I _____ request the Montgomery Housing Authority to change my locks and I agree to pay the following charges as applicable:

1 st Lock Change	\$ 26.60
2 nd & 3 rd Lock Change	\$ 36.60
4 th time Lock Change	\$ 46.60
	\$10.00 increments each time thereafter

Two keys will be provided with each lock change and if the resident requests additional keys, the cost for keys will be based on the change posted in the list of charges for keys.

The amount that I am obligated to pay based on the above list of charges and the number of times that I have had my locks changed, plus any additional keys is
\$ _____.

Resident Signature

Apartment Number

Telephone Number

Housing Authority Representative / Date
Original to Maintenance Department
Copy to Resident file