

AE-University Housing Key Control and Replacement Procedures

- AE-University Housing residents are issued keys for the front door, the storage room door and the mailbox upon move-in. University Housing utilizes grade two commercial locks for the front doors, which cannot be duplicated by anyone other than the UT-Health locksmith. Because of this provision, one front door key *per adult* on the lease is issued. It will be considered a breach of the lease agreement if the leasee allows any other person to have/borrow/or use the front door key that has been assigned exclusively to them. One storage room key (*7900 Cambridge only*) and one mailbox key is issued *per apartment* since duplication of these keys is not prohibited.
- If a resident is locked out of his/her apartment during normal working hours, the resident should come by the Leasing Office and sign out for a temporary replacement key. Should a resident be locked out during times when the Leasing Office is closed, they should go to the Guardhouse and a UTPD officer would be dispatched to unlock their door, provided they are listed as a current resident on file.
- AE-University Housing will check out one front door key to a visitor for up to two (2) weeks. *The visitor* must come into the Leasing Office with the resident and sign out the key themselves. The resident is responsible for making sure the key is returned at the end of the two (2) week period.
- In order to protect the AE-University Housing community, a replacement front door key can only be purchased once. Should a front door key be lost again, it will be a requirement that the front door locks be re-keyed at the resident's expense. This applies to all persons in the apartment jointly, not individually. There is a charge for re-keying of locks, and replacement of keys.

AE-University Housing Parking Tag Control and Replacement Procedures

- Parking Tags are assigned to adults who have signed a valid lease at University Housing. Boyfriends, girlfriends, family members or any other individuals who are not under lease at University Housing will be required to sign in at the guardhouse each time they visit.
- Since large numbers of individuals try to circumvent University Housing policies by acquiring parking tags for their friends each year, requests for additional parking tags will only be granted to residents who can produce a valid title, in their name, for each vehicle they are requesting a parking tag for. If the vehicle is not registered in the name of the lease holder, a parking tag will not be given.
- There is a charge for replacement of lost or stolen parking tags.