

PARIGI PROPERTY MANAGEMENT, LTD.

445 North Fourteenth Street
Beaumont, Texas 77702-1806
Tel. (409) 833-9555 Fax (409) 833-9522

REQUEST TO CHANGE/REKEY LOCKS

(Date)

(Tenant Name)

(Home Number)

(Address)

(Cell Number)

(city, state, zip)

(Other Number)

To be filled out by Tenant:

I, _____, am requesting to change/rekey the locks on the following:

- Front Door Lock \$60.00
- Front & Back Door Lock \$90.00
- Mailbox \$35.00
- Sliding Glass Door \$_____
- Other _____ \$_____

TOTAL DUE \$_____

I, _____, am requesting that the new keys be left:

- At the office and I will pick them up before the office closes at 5pm.
- In my mailbox.
- To be left on my kitchen counter. (Mailbox keys)

To be filled out by Parigi Property Management:

The following has/will be done:

- A work order has been issued for such installation/repair.
- A work order will be issued once payment has been made.

PPM Representative

Date

Tenant

Date