



THE INDEPENDENT

VICINIA LUXURY LIVING

Key Request Form

Date of Request:_____

Resident Name(s):_____ Suite #:_____ Mailbox #:_____

TYPE OF KEY:

☐ Card Key Qty:_____ ☐ Suite Key Qty:_____ ☐ Mailbox Key Qty:_____

REASON:

☐ Lost Key ☐ Stolen Key ☐ Broken Key ☐ Additional Key ☐ Unreturned Key

With my signature below, I am paying the \$25 replacement fee per key and requesting the above-described key to be issued to me. I understand this key is the property of Vicinia Independent Luxury Living and its loss should be immediately reported to the concierge. By accepting this key, I agree to not duplicate or transfer this key to any other person, and I will surrender the key when vacating the suite.

Resident Signature

Date

PAYMENT TYPE:

☐ Toast ☐ Invoice ☐ Included on Discharge Paperwork TOTAL: \$_____

Payment Collected By:_____ Date:_____

Replacement Key Issued By:_____ Date:_____

Resident Signature upon receiving key(s):_____ Date:_____

SUITE KEY PROCESS:

1. Resident will submit this request to the Concierge.
2. The Concierge will deliver the request to the Maintenance Director, as well as upload in Enquire and TELS.
3. The Maintenance Director will cut the key(s) in house.
4. The Maintenance Director or Housekeeping will deliver the key(s) directly to the resident and receive the final signature. If unsuccessful, the Concierge will attempt to deliver the key(s) and receive the final signature.
5. The Concierge will send the completed Key Request Form to Assisti Care and upload in Enquire.