

REHS APARTMENT REMOTE KEY RETURN FORM

This form is to be used by residents needing to return their keys and access cards by mail.
Please follow the steps below and return your keys by April 12, 2020.

1. Print and complete this form – The key core number is engraved on each key.
2. Mail keys, access cards, and this form in a padded envelope to the correct address below. Using a padded envelope ensures the package will arrive intact. Keys will cut through regular envelopes in transit.

Envelopes should be addressed to "*Neighborhood Administrative Coordinator*"

- **1855 Place & University Village Apartments:** 479 Ivy Ct, Room 108, East Lansing, MI, 48825

Name: _____

Cell Phone Number: _____ **Email:** _____

Hall/Apartment: _____ **Room No:** _____

Apartment Key Core: _____

Bedroom Key Core: _____

Mailbox Key Core*: _____

List any other keys or access cards (NOT MSU ID): _____

Date Keys are being mailed in: _____

Signature: _____ **Date:** _____

*if applicable



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