



218-531-9980 \* www.HerzogApartments.com \* info@herzogapartments.com  
 119 North Union Avenue Fergus Falls, MN 56537

## Additional Key Request:

**This form is to be filled out ONLY by Herzog Property Management, LLC staff.** Please use this form to ask questions to prompt honest answers so that any necessary service charges can properly be applied.

Upon completion of this form, payment received, and additional keys given to Resident, submit this form into the lease folder so that the total number of keys required at move-out is accurate.

### Resident Information

Resident Name: _____		Date: _____	
Address: _____	Unit #: _____	State: _____	ZIP: _____

### Reason for Additional Keys Needed

<input type="checkbox"/> Additional Resident(s) Added (Included Set of Initial Keys Provided at Lease Signing Free of Charge) <input type="checkbox"/> Desires Spare Copy for Family / Friend (\$25 Service Charge Applied for Each Key Requested) <input type="checkbox"/> Lost / Stolen / Misplaced (\$25 Service Charge Applied for Each Key Requested)
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### Number of Keys Requested

Building Entry: # _____	Unit Door: # _____	Mail: # _____	Garage: # _____	Total: # _____
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### Payment Information

Keys Requested: # _____	Cost Per Key: \$ _____	Total Amount Due: \$ _____
Payment Method: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Online		
Payment Received by: _____		Date Received: _____