

Tunica Biloxi Housing Department

Locks/Lock-Out Procedure

Residents may not add, change or alter existing locks on doors of the homes without preapproval. Do not give keys to any non-resident without the written consent of The Housing Department. Should a key be lost, Housing department will have a duplicate made for a fee of \$10.00 per key.

If a resident should be locked out of his/her home, call The Housing department. A staff member will be available as soon as possible for assistance. Proper identification will be required before lockout service can be provided — NO EXCEPTIONS. If proper identification cannot be provided, the resident must call a locksmith and will be responsible for all locksmith fees. After office hours, on weekends, and on holidays, the cost of lockout service is \$50.00. Under no circumstances will children be admitted into a unit when an adult is not present.

Acknowledgement:

I have read and understand the smoking policy described above and agree to comply with Locks / Lock- Out Procedure:

Tenant Printed Name: _____

Unit Number: _____

Tenant Printed Name: _____

Unit Number: _____