

HONOLULU PARK PLACE LOCKOUT POLICY

Apartment owners and residents may have the building management perform a "lockout" for an apartment which they are authorized to enter. The lockout service is a *COURTESY* and management may not always have someone available to assist an owner or resident, with entering the apartment. In the event that no one is available, the owner or resident may call a locksmith to perform the same service.

In the event that a former owner or resident changed the lock on the apartment door, and the lock was not keyed to our master key, the manager will not be able to perform the lockout. The majority of apartment locks will be accessible for a lockout but we have experienced some locks that are not keyed to fit our master. If you should ever re-key your lock, it is a good idea to notify the management staff so that the new key can be re-keyed to fit the master.

Lockout fees:

\$25.00 - 8:00 a.m. to 5:00 p.m., Monday to Friday

***\$40.00 - 5:00 p.m. to 10:00 p.m., Monday to Friday
6:00 a.m. to 10:00 p.m., Saturday, Sunday, and Holidays***

From 10:00 p.m. to 6:00 a.m. we recommend residents call a bonded locksmith for lockout services. If a resident requires the General Manager to perform an *EMERGENCY LOCKOUT* between 10:00 p.m. to 6:00 a.m. the fee for this service is \$100.00 and payable upon completion of the lockout.

By signing this paper you agree to indemnify Honolulu Park Place, its employees and agents, from any liability or responsibility for performing this lockout and agree to pay the lockout fee.

Print Name

Apartment Number

Signature

Date and Time