



1 **LOCK OUT ADDENDUM**

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3 If you get locked out of your apartment/townhouse/duplex, please call our office at 608-256-  
4 8391 or one of the office cell phones 608-333-2019, 608-333-2018, 608-220-7273 or 608-  
5 576-3475. If you choose to leave a voice mail message, you must leave your name and the  
6 phone number where you can be reached *now*. If it is imperative that you get in your  
7 apartment immediately, you are advised to call Bill's Key Shop, whom we deal with at 608-  
8 256-2556. They will bill you directly for this service; we will not charge you a fee above and  
9 beyond what is done by Bill's Key Shop UNLESS there is damage sustained to the door by  
10 trying to gain entry.

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12 You may also call Capital Lock, Inc. (located at 1302 Regent Street, Madison, WI) rather than  
13 Bill's Key Shop if you prefer. They are similar in charges, and familiar with our properties.  
14 Their information: 608-256-LOCK (5625) and [www.capitallock.com](http://www.capitallock.com) .  
15

16 If neither locksmith is available AND you cannot reach someone from United Property  
17 Management, you may try another locksmith of your choosing. Please note: If any damage  
18 occurs to the door due to inexperience, poor workmanship, etc., you may be held responsible  
19 for the cost of repairs – especially Tenant tries to get unit open themselves and damage  
20 occurs as a direct result of those actions.

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22 When the locksmith arrives, you may be required to show proof of residency, most likely your  
23 driver's license as it has a picture ID AND a copy of any bill, card, etc. with your name and  
24 property address. If you do not, there is a chance they will not unlock the unit for you.  
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26 You will pay our designated locksmith at the time of entry. If you are unable to do so, United  
27 Property Management will send you a copy of the invoice which is to be paid upon receipt  
28 and is to be mailed to our office at the address below. Depending upon the situation, the  
29 locksmith of your choice may not be willing to bill for the callout; so ask in ADVANCE if you  
30 are without funds. Charges are dependent upon the time of day and the actual labor and  
31 materials charged by the designated locksmith. Typically you can expect to be billed  
32 between \$60 to \$120, depending on what was needed to gain entry to the unit. Failure to pay  
33 for locksmith fees gives Landlord the following options: a) deduct the money from Tenant(s)  
34 security deposit, b) serve Tenant(s) with a breach of contract notice for failure to pay.  
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37 SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
38 *Tenant*  
39 SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
40 *Tenant*  
41 SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
42 *Tenant*  
43 SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
44 *United Property Management*