

Real Estate type spare key lockbox for self or guest entry

- Spare Key Lockbox available for installation in the trash chute room
- Tamper-Resistant metal constructed lockbox is same as those used by realtors
- Avoid lockout charges
- Easy access to your unit key for housekeeper, contractor, realtor, or other guests when you are not at home
- You set the lockbox combination code and can change it at any time
- Lockbox will not be labeled with your Unit # or Name; instead each lockbox will be labeled with a unique identifier
- The Lockbox can hold up to 3 Keys
- Note: Existing key retrieval and lockout services are still available.



How to get your Spare Key Lockbox:

1. Submit a completed work order and a Lock Box Waiver Form to the management office (Forms are available on the web site or from the management office). Tenants will need to request that their Landlord/Unit Owner submit the work order.
2. You will be notified once the lock box has been installed by the maintenance staff.
3. You can set a 4-6 digit combination code yourself or request that that unit be pre-programmed with a combination of your choice during installation.
4. Park Millennium **will not** keep a record of the combination. If the combination code is forgotten or lost, then the lock will need to be cut off and replaced with a new unit.
5. If you plan on providing the combination code to guests, then they should also be listed on your Permission to Enter Form at the Front Desk.
6. The cost for the lockbox and installation is \$55.00. You may pay by check or the fee will be applied directly to the unit owner's next monthly statement.