

# Lost Key Form

## Residential Life

Student Name: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Reporting a lost:

Mailbox Key

Room Key

Exterior Key

- Lost keys are assessed an administrative charge consistent with the number of keys and cores required to re-core the residential space.
- Students reporting lost keys will be issued a spare, if possible, until the locks on the residential space can be changed.
- Once a lock on a residential space is scheduled to be changed in response to a lost key report, the students residing in that space will be notified via Ozarks email to pick-up replacement keys.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed Lost Key Forms to [studentaffairs@ozarks.edu](mailto:studentaffairs@ozarks.edu). A residential life staff member will contact you via your Ozarks email address to notify you:

- When your temporary spare key is ready for pick-up in the Office of Student Affairs
- When your locks have been changed and your new key is ready for pick-up in the Office of Student Affairs

Please do not hesitate to outreach to the Office of Student Affairs should you have any questions.

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Office Use Only:

Spare Key Issued: \_\_\_\_\_

Core Change Requested: \_\_\_\_\_

Core Replacement Billed: \_\_\_\_\_