



Plum Properties

MAILBOX KEY REGISTRATION AND DEPOSIT FORM

First name		Last name	
Address/unit #			
Email address			
Phone number			

I hereby apply to receive and promise to be accountable for a key from Plum Properties to access the mailbox associated with the apartment I rent at "The Martin," 71-73 Martin Street, Cambridge under a lease dated ____/____/____.

I understand that I alone am responsible for this key and promise to return it to Plum Properties at the end of my lease term, which ends on ____/____/____.

In addition, I understand that the possession of this key requires a refundable deposit of \$50 to insure that when my lease expires I will immediately relinquish the key and notify the post office of my change of address.

I further understand that copies of this key may be made but I will not receive my refund unless THE ORIGINAL KEY (which is stamped with the box number and the serial number recorded below) is relinquished at the end of the lease term.

X _____ Resident

Date: ____/____/____

FOR MANAGEMENT USE ONLY

Date Issued		Lease End Date		Key Serial Number	
Fee paid	\$ _____	Box Number		Refund date	
Check #	_____				