

Stepping Stone Condominium Association, Inc.

Mailbox Lock and Key Replacement Form

In order to make the mailbox lock and key replacement process easier for members, the SSCA has purchased locks and keys to be provided to members for \$15.00. By completing this form, we will notify the Post Office that your mailbox lock must be removed in order to install a replacement. Once you have paid for the new lock and key, it will be installed and a key provided to you.

The key to my mailbox lock has been lost. I formally request the old lock be removed and a new one installed. I agree to pay the SSCA \$15 for the new lock, key and installation.

_____ Date: _____
Unit Owner Name Unit #

Receipt of Payment for Replacement Mailbox Lock and Key for
\$ 15.00

_____ Unit #
Unit Owner Name

_____ Date
Stepping Stone Condominium Association Representative

Receipt of Mailbox Key

_____ Unit #
Unit Owner Name

_____ Date
Stepping Stone Condominium Association Representative

1155 Old Monrovia Road 10E
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