

Stepping Stone Condominium Association, Inc.

Mailbox Lock and Key Replacement Form

The Stepping Stone Condominium Association has purchased mailbox locks and keys to be provided to members for a fee of \$15.00. If you need a replacement mailbox lock, please complete and submit the form below along with the required fee to the Association. The Association will notify the mail carrier that your mailbox lock must be removed in order to install a replacement. You will be notified when the new lock has been installed. Please call the SSCA Office to arrange a time to pick up the mailbox key(s).

The key to my mailbox lock has been lost. Please have the old lock removed and replaced with a new one. I agree to pay the SSCA \$15 for the new lock, key(s) and installation.

_____ Date: _____
Unit Owner Name Unit #

Receipt for Payment \$15 for Replacement Mailbox Lock and Key(s)

_____ Unit #
Unit Owner Name

_____ Date
Stepping Stone Condominium Association Representative

Receipt of Mailbox Key(s)

_____ Unit #
Unit Owner Name

_____ Date
Stepping Stone Condominium Association Representative

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