



TACOMA HOUSING AUTHORITY

KEYCARD ADDENDUM

THA Form (#) CS-LSNG-100-6

KEYLESS ENTRY ACCESS CARD POLICY

What is a keyless entry card? Keyless entry access cards (“Cards”) open THA buildings. They are the size of credit-cards. THA controls what doors they open. You will still use regular metal keys to open apartment doors and mailboxes.

Why not use a regular key? The Card keeps the property more secure. The Cards contain the Cardholder’s photograph and name. By using the Cards, THA knows who entered the building at a specific time and can detect unauthorized Card use. If a tenant loses the Card, THA can cancel it so it no longer works even if someone finds it.

Who can get a Card? THA will give a Card only to an approved person living in a THA building as long as they are old enough to use it responsibly. THA will also give a Card to an approved caregiver for a tenant. THA will not give Cards to other people. In particular, THA will not issue Cards to friends of Cardholders or residents who are not named in the lease.

How do I get a Card? A THA tenant must bring a driver’s license or other acceptable photo ID to the THA office so that THA can verify the identity of the intended Cardholder.

How do I get an extra Card and is there a limit on the number of Cards I can have? If a Cardholder wants an extra Card, that person must complete the request form and submit it to the leasing office for approval. A Cardholder cannot hold more than two active cards at any time.

What is the cost? THA does not charge for the first Card issued at the start of a Lease. THA will charge \$25 each for additional or replacement Card.

May I lend my Card to someone else? No. You cannot give the Card to anyone else. Doing that puts the building’s security and the safety of the residents at risk.

What if someone tries to follow me into my building? When entering the building using your Card, do not hold the building’s door or gate open for another person to enter behind you without using their own Card unless they are your guest or if you know them as another resident. If someone else tries to follow you into the building, report this to the office immediately or to security. Also, do not wedge the building’s door open or do something to keep it from locking or closing. Doing these things puts the building’s security and the safety of the residents at risk.

How do I cancel a card? Household members can ask the office to cancel a Card for their household at any time. If THA cancels someone’s card, that person must return it to THA. THA will charge \$25 for unreturned cards.

What if I lose my Card? Call the office right away! If you leave a telephone message after hours, be sure to tell us your name, address, apartment number, phone number and Card number (if you know it). THA staff will turn off the Card. If it is after normal business hours, staff may not do that until the next day. THA staff will tell you when the Card is turned off. Please come to the office and submit an application for a new Card as soon as possible. If you need access to the building while your Card is lost or turned off, contact another Cardholder in your household or, if it is during normal business hours, contact the office. Call the police if you feel unsafe. Unless you find the card, THA will charge you \$25.00 replacement fee to get another Card.

What if I find a lost Card? If you find your Card before you have received notice that your lost Card has been turned off, you can use the lost Card, but be sure to notify the leasing office to cancel your request for a new Card and to cancel your request that we turn off your Card. If you find your Card after you have received notice that your lost Card has been turned off, THA can turn your original Card back on for no extra cost.

What happens when I move out? You must return the Card to THA when you move out, or THA will charge you \$25. If necessary, THA will deduct this amounts from your Security Deposit refund.

What happens if I break these rules? THA will regard a violation of these rules as a serious lease violation because it puts the safety of the residents at risk. For this reason, THA may evict you because of the violation.

THA's office:
253-207-4400
902 South L Street
Tacoma, WA 98405-4037



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Please submit the following when applying for a Card:

1. A Copy of a valid Washington State Driver's License or Washington State ID for the intended Cardholder and the applicant (if not the intended Cardholder)
2. If you are a household member and the intended Cardholder, a copy of the lease showing that you are a household member named in the lease.
3. If the application is for a household caregiver, proof of the caregiver's professional status and proof that the person is authorized to be your caregiver
4. A \$25.00 key fee, unless this is an initial card issuance.

Please complete these sections to accompany your application:

Name _____
 Address _____
 Phone Number _____ Driver's License Number _____

If the application is for a caregiver, then also for the Caregiver:

Name _____
 Address _____
 Phone Number _____ Driver's License Number _____

By signing below, you consent to the screening process and agree to provide upon request additional information that may be reasonably needed by THA to complete the screening. You also acknowledge that you have read and agreed to the Keyless Entry Access Card Policy above.

Signatures:

_____ Date _____
 (Household Member Signature)

_____ Date _____
 (Caregiver Signature)

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