



### Smart Card Key Request

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

Faculty Housing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Smart card key will be used by: \_\_\_\_\_

By signing below I hereby declare that I am financially liable for any loss or damage occurs in the mentioned above apartment caused by my actions or negligence during my residency and I will comply with the policies and procedures mentioned in the Housing manual.

Also I recognize that the smart card key issued to me is the property of the American University In Cairo. I accept responsibility for its use and security. I will inform the Housing Office if the smart card key was lost and pay LE. 50 as a fine, in case of a need to a replacement card an additional LE. 50 should be paid. I understand that I will hand over the smart card key to the Housing Office upon vacating the apartment

Declarant Signature: \_\_\_\_\_

Date: \_\_\_\_\_