



Apex Reservation Form

Name _____

Building/Apartment Address _____

Primary Phone # _____

Email Address _____

Event/Activity _____

Estimated Time of Event * _____

Date of Reservation * _____

**Based on availability*

I acknowledge I have received a copy of "The Urban Exchange APEX Policy" and agree to abide by all the rules and regulations.

Signature _____ Date _____

I acknowledge that I have received key 222 and key 227. I will return them to the Drop Box of the Leasing Office immediately following the termination of my reservation.

Tenant Balance at time of Key Pick Up** \$ _____

Signature _____ Date _____

The Property Manager or Leasing Assistant has received the keys/fob back in good condition and also inspected the Apex for damages and cleanliness. If charges are to be assessed, the pictures and violation descriptions will be located in the Leasing Office for review.

Signature _____ Date _____

*** According to point 2 in the Apex Rules and Regulations the Tenant Balance must be zero at the time of usage.*