

**Sample Notice For Lock Change: For ALL Oral leases OR  
Written leases When the Perpetrator IS a Leaseholder**

Key points concerning the Safe Homes Act notice to the landlord/property manager:

- It should be in writing;
- It should have the date that you are sending the letter;
- It should be signed by all tenants to the lease (except the perpetrator);
- It should include a copy of a plenary civil protection order or plenary civil no contact order granting the tenant exclusive possession of the property;
- It should request that the landlord or property manager change the locks or give the tenants permission to do so.
- The Tenants are responsible for paying the cost of the lock change.

DATE

LANDLORD'S  
INFORMATION

Dear \_\_\_\_\_:

Please be advised that pursuant to the Safe Homes Act, we are requesting an emergency lock change for our apartment due to a credible imminent threat of future violence. Tenant \_\_\_\_\_ was sexually assaulted by her boyfriend who has not yet been arrested by the police. The Tenant's boyfriend is a lessee to the written lease and therefore he still has access to our apartment. Enclosed with this notice is a copy of the Plenary Civil No Contact Order granting Tenant \_\_\_\_\_ exclusive possession of the property. Please change the locks within 48 hours or give us permission to do so. If you do not give us permission to do so within 48 hours or change the locks yourself within that time, we have the right under the Safe Homes Act to change the locks on our own or seek an order from court requiring you to change the locks.

If you do change the locks within the next 48 hours, you must immediately provide us with a copy of the keys. Please contact Tenant \_\_\_\_\_ at (phone number) to discuss who will be changing the locks within the required the 48 hour window.

Sincerely,

Signed By All Of the Tenants Party to the Lease (except the perpetrator)

123 Safe Drive  
Chicago, IL 60602  
312.123.4567