

**Sample Notice For Lock Change: For Written Leases**  
**When the Perpetrator is NOT a Leaseholder**

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

- It should be in writing;
- It should be signed by all tenants to the written lease;
- It should include third party evidence (e.g., police report, medical record, court record, or statement from victim services organization from where the tenant is receiving services);
- 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 domestic violence. Tenant \_\_\_\_\_ was beaten up by her ex-boyfriend yesterday and he threatened to harm her again. He knows where we live and likely has access to the building and apartment. The boyfriend has not been arrested by the police. Enclosed with this notice is a copy of the Tenant \_\_\_\_\_'s police report. 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 Written Lease

123 Safe Drive  
Chicago, IL 60602  
312.123.4567