



**MENTOR FIRE DEPARTMENT HEADQUARTERS  
8467 CIVIC CENTER BLVD. MENTOR, OHIO 44060**



**WAIVER - RESIDENTIAL LOCK BOX**

I have requested that the Mentor Fire Department assist me by selling/installing/replacing/servicing/accessing a residential lock box. I hereby release the City of Mentor, Mentor Fire and Police Departments, Mentor-on-the-Lake Fire and Police Departments and all their officers, employees, and members from all liability for any damage which may be caused to my residence or property as a result of assistance rendered.

The lock box is only accessible with a master key used by the Mentor Fire and Police Department Units (and on rare occasions by the Mentor-on-the-Lake Fire and Police Department Units). Not all emergency units are equipped with a master key to reduce the number of master keys in circulation. Also, surrounding communities may be requested to assist in an emergency and those mutual aid units do not have a master key.

During an emergency, it may not be possible for the lock box to be used so forcible entry may occur which could result in property damage. The City of Mentor and their employees are released from all liability from not using the lock box. The City of Mentor and their employees assume no liability for the security of the lock box. Residents are advised to research the benefits versus the risks and make an informed decision.

The responsibility lies with the resident to update the key that is stored in the lock box if the door lock is changed or the resident moves within the City of Mentor. For updates, call 440 974-5768. The property owner (as noted on the Lake County Auditors' site) must be present at the time the keys are exchanged.

You may return the lock box to the Mentor Fire Department Headquarters when it is no longer needed.

**Resident's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	NAME	DATE OF BIRTH
RESIDENT(S)		
ADDRESS		
TELEPHONE #		
LOCATION OF LOCK BOX		

IS THERE A RELATIVE OR NEIGHBOR WE CAN CONTACT IN CASE OF EMERGENCY?		
NAME /	RELATIONSHIP	TELEPHONE #

*Office Use Only:*

Witness: \_\_\_\_\_

Fee of \$35 Paid by: \_\_\_\_\_ check payable to "City of Mentor" or \_\_\_\_\_ cash on \_\_\_\_\_ (date)

Receipt provided \_\_\_\_\_ Scanned to Dispatch \_\_\_\_\_ Saved in O:drive \_\_\_\_\_