

Key Receipt Template

Date: _____

Key(s) issued to: _____

Key(s) received from: _____

Property address: _____

List of key(s) received:

1. _____;

2. _____;

3. _____.

Loaning or duplicating the key(s) is strictly prohibited. The key(s) shall remain in the possession of the assigned holder at all times.

If the key(s) for the above mentioned property are not returned by the date and time listed, the assigned holder hereby agrees to pay all costs for re-keying and or replacing locks and any additional fees that are involved to re-secure the property.

Lost or stolen key(s) shall be reported as soon as possible.

Signature of person receiving key(s)

Signature of person issuing key(s)

KEY(S) RETURNED

Date: _____

Key(s) returned by: _____

Key(s) returned to: _____

Signature of person receiving key(s)

Signature of person issuing key(s)