

YOUR BUSINESS NAME

Phone · Email · Website

Key Holder and Access Authorization

Records every key and code the provider holds, and who may enter the property.

Client name(s)	_____	Client phone	_____
Property address	_____	Date	_____

Keys and access items received

Examples: front door, garage remote, gate fob, mailbox key, pool gate key, lockbox.

Item	Qty	Key tag code	Date received

Codes and access details

Codes are stored separately from keys and are never written on a key tag.

Alarm company	_____	Alarm company phone	_____
Alarm passcode / verbal password	_____	Gate or community access	_____
Garage keypad	_____	Lockbox location	_____

People who may enter or receive keys

Name	Relationship	Phone	May enter	May get keys

Authorization

I authorize _____ ("Provider") to hold the keys and codes listed above; to enter the property to perform the services in our agreement; to let in the people listed above and anyone else I approve in writing, by email or text; and to be listed with my alarm company and local authorities as a key holder for the property.

Provider will tag keys with a code instead of the address, keep keys and codes secure, not copy keys without my permission, and return everything within ____ days after service ends.

Client	Provider
Signature _____	Signature _____
Printed name _____	Printed name _____
Date _____	Date _____

Return of keys

Items returned _____	Returned to _____
Date _____	Received by (signature) _____