

## KEY SECURITY FORM

Received from: \_\_\_\_\_  
(Worker Name)

Of \_\_\_\_\_  
(Worker address)

On \_\_\_\_\_  
(Worker telephone number)

A Deposit of £10.00

Paid out of hours worked from: \_\_\_\_\_ to \_\_\_\_\_  
(Insert times)

On: \_\_\_\_\_  
(Insert date)

FOR HOUSE / FLAT KEYS BELONGING TO:

Client Name \_\_\_\_\_

Keys Passed to Worker above on: \_\_\_\_\_  
(Insert date)

I acknowledge receipt of the client's keys and I promise to return them promptly when I finish working. I understand my £10.00 deposit will be returned in full upon returning the key in person to the Client.

I FURTHER AGREE AND ACCEPT THE FOLLOWING:

- I accept that I am not allowed to post the keys direct to the Client's address for security reasons.
- I accept I am not allowed to write the Client's address or telephone number on the keys or on a key ring holding the keys (or on any item near which the keys will be kept) for security reasons.
- I accept failure to return the keys (or loss of the keys) will make me personally liable for the cost of replacement keys and / or locks.

*\* Client and Worker may delete any of the above conditions if they both agree to do so.*

Worker's Signature \_\_\_\_\_

Date \_\_\_\_\_

Client's Signature \_\_\_\_\_