

**KEY RECEIPT AND RETURN FORM**

**Client Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Keys Received by Cleaner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

I acknowledge receipt of the client's keys and I promise to return them within 7 days by personal hand delivery if requested by the client to do so.

I accept that I must not post keys to the client for security reasons.

I accept that I must not write the client's address or telephone number on the key/key fob/key ring etc. for security purposes.

I accept that failure to return keys will make me personally responsible for the cost of replacement keys and/or locks.

Cleaner Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the slip below and give to the cleaner when the keys are returned.

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**Keys Returned to Client**

Cleaners Name: \_\_\_\_\_

Received by: \_\_\_\_\_

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

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_