



## Key Distribution and Return

Each household is entitled to two high security keys for the main entrance free of charge. Additional keys may be requested for a fee. The cost of the additional key is determined by the locksmith and no additional fees will be imposed by the co-op (i.e. an administrative fee). Members must sign for all keys issued (see Appendix A).

Upon termination of occupancy, members will be responsible for returning all keys issued to the household, including free keys and purchased keys. Any keys that are not returned will be subject to a fee of \$15 per key.

Approved by the Board: Dec 12, 2012

President

Secretary

Cardiff Housing Co-operative

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Appendix A  
Key Distribution and Return

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

Unit: \_\_\_\_\_

Member(s): \_\_\_\_\_

\_\_\_\_\_

Key(s) issued: \_\_\_\_\_

Is this a replacement for a lost key? (Circle one):

Yes

No

Cost (if any): \_\_\_\_\_

I/We understand that all keys issued must be returned upon termination of occupancy. If a key is not returned, the member will be responsible to pay the fee as stated in the Key Distribution and Return policy. Members will be responsible for paying the cost of replacement due to a lost or damaged key.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date