

KEY DEPOSIT FORM

Please read this form carefully, complete the sections below, and sign to confirm your acceptance to the terms within.

Client	Name	_____
	Address	_____
	Telephone	_____

Cleaner	Name	_____
	Address	_____
	Telephone	_____

This Key Deposit Form, hereby states:

- The Client has received a deposit for £10.00 in exchange for a set of keys for the Property mentioned above (refundable on return).
- The Cleaner has received a set of keys for the Client's Property mentioned above in exchange for deposit for £10.00 (refundable on return).

I acknowledge receipt of the Client's keys and promise to return the keys promptly when my employment is completed or terminated with the Client or have been expressly asked to do so. I understand my £10.00 deposit will be returned in full upon the Client's keys being returned in person to the Client.

I FURTHER AGREE & ACCEPT THE FOLLOWING:

I accept 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 WILL RESULT IN THE LOSS OF MY DEPOSIT.

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.

Cleaner's Signature

Dated _____

Client's Signature

Dated _____

Please sign, date & return this form without delay to Happy Hands for record keeping.