

## KEY SECURITY DEPOSIT FORM

Client's Name: .....

Client's Full Address: .....

Keys Passed to Service Technician on : .....

Service Technician Name: .....

Address and contact details of the office:

98 Tooley Str., SE1 2TH, 0203 404 5188

### Keys can be returned with the following options:

1. Personally from the cleaning technician on the last session of the service.
2. Posted with a special delivery after termination of the service. This will be at the price of £10 that the customer will have to cover.
3. Posted with Royal Mail free of charge. This will however mean that the delivery is not secured and not guaranteed.

### By signing this the Customer agrees and accept the following:

1. The service technician to keep the keys while providing the service at the property.
2. The keys to be passed to another representative of the company after the customer has been notified and have given allowance.
3. The service technician to let her/himself in on the scheduled cleaning sessions.
4. The service technician is be personally responsible in case of loss or failure of returning them.

### By signing this the Service Technician agrees and accept the following:

1. The keys should not be dropped / posted directly to the Client's address for security reasons.
2. The Client's address or telephone number should not be written on the keys or on a key ring/ tag holding the keys (or on any item near which the keys will be kept) for security reasons.
3. Failure to return the keys (or loss of the keys) will make me personally liable for the cost of replacing the keys and / or the key locks. The office must be notified immediately if this happens.

Service Technician's Signature: .....

Customer's Signature: .....