



Instructions:

- **Form must be completed to verify eligibility for issuance of any additional keys or electronic fobs.**
- **Separate forms must be completed for requests for additional individuals.**
- **Approval is at the discretion of Peterborough Housing Corporation.**

Terms and Conditions:

By signing this document, I agree to the following terms and conditions:

1. *In consideration of the Landlord making and providing one additional unit key/electronic fob, the Tenant agrees that the Landlord shall not be liable or responsible in any way for any loss, damage, or injury of any nature whatsoever that may be suffered or sustained by any persons or property:*
 - a. *resulting from any misuse, negligent or otherwise, of keys/electronic fobs given to the Tenants designated Recipient; or*
 - b. *misuse of the key(s)/electronic fob(s) by another party should they be lost, stolen or given away.*
2. *The keys are to be used only for the purpose for which they were issued.*
3. *The Recipient is responsible for safe guarding the key(s)/electronic fob(s) and for ensuring there is no misuse.*
4. *The Recipient is to have control of the key(s)/electronic fob(s) at all times. They are not to lend the key(s)/electronic fob(s) to another person without the expressed permission of the Landlord.*
5. *If a change in Recipient is required, the Landlord will be notified and a new additional Request form will be issued.*
6. *The Tenant is liable for any misuse of the key(s)/electronic fob(s), negligent or otherwise.*
7. *Duplicating or replacing key(s)/electronic fob(s) through an outside agency, company, or private business is strictly prohibited.*
8. *A non-refundable charge in the amount of \$15.00 is required prior to the key/electronic fob being provided.*

Tenant Information

Leaseholder Name:		Leaseholder name:	
Street Address:			Unit #:
City:	Postal Code:	E-mail:	
Phone number:		Phone number:	



**Peterborough Housing Corporation
Request for Additional Key or Fob**

Request Details

- I am requesting an additional entrance key I am requesting an additional unit key
- I am requesting an additional electronic fob

Name of the Individual the Key is required for:

Relation to Leaseholder:

Please list the reason the Key/Fob is required for this individual:

Authorization

By signing below, I am requesting Peterborough Housing Corporation, the Landlord, issue the above requested keys/electronic fobs for the individual listed above only. I acknowledge and agree to abide by the terms and conditions and take responsibility for any misuse, negligent or otherwise, if this request is approved.

_____ Household Member (Please Print Name)	_____ Signature
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_____ Household Member (Please Print Name)	_____ Signature
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Date (DD/MM/YYYY):

Office Use Only

- Request Approved
 Request Denied

Reason for Denial:

Authorized Signature:

Date: