

BUILDING AND SUITE KEY

This policy is set to ensure the security and safety of the building and tenants.

At the start of tenancy one (1) required key will be issued to each responsible individual named on the tenancy. The tenant must pay for any replacement key at a cost set by the Society.

Under no circumstances are keys to be reproduced by anyone other than by the Society or agents authorized by the Society.

A written request for extra keys must be submitted if requesting keys for any other person not listed on the tenancy agreement. It will be necessary to state the reason for the request and to whom the keys will be given (name, address, phone number). The Society reserves the right to limit the number of keys issued to any one tenant.

Additional key, as set by the Society, must be purchased from the Society. This is a refundable fee, returnable to the tenant when the keys are returned. The refund will be issued by the Society's main office, not the Building office.

The current key rate is \$25.00 for an outside door, and \$15.00 for the suite door and postal key.

Upon written request from the Society, the tenant agrees to return any keys issued to a third party.

May 2011