



## Key Receipt and Disposal Form

<b>Tenant/s Name/s:</b>	
<b>Address:</b>	

	No of Keys received		No of Keys received
<b>Front door</b>		<b>Door entry fob</b>	
<b>Back door</b>		<b>Other (state)</b>	
<b>Officer receiving keys:</b>		<b>Date:</b>	

- The above property has been cleared of all belongings - **Yes/No**

If **No** - I understand that Stoke on Trent Housing Society will arrange for the disposal of any items that have been left inside or outside of the property and the cost involved will be re-charged to the tenant/s or the tenant's estate.

- I give permission for Stoke on Trent Housing Society to enter the property, complete any necessary repairs and to re-let the property (applicable where keys are being handed in before the tenancy ends).

<b>Signature</b>		<b>Date</b>	
<b>Name</b>			