



## 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</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. I understand however that if any items have been left either inside or outside of the property Stoke on Trent Housing Society will arrange for the disposal of these items and the cost involved, along with an administration fee, will be re-charged to the tenant/s or the tenant's estate.

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