

Key Assignment Form

I _____ have received the following key(s)

QTY

Key Number(s)

I understand that the key(s) are, and remain, the property of _____.
I agree not to attempt to duplicate said key(s). I also agree not to lend the key(s) to any one without permission from the President or one of its officers.

The costs associated with replacing any unreturned, lost or stolen key(s) is immeasurable. Although the costs of re—keying all locks, and the replacement of any key(s), are unknown ahead of time, I agree to a reasonable cost of \$200.00.

By receiving the key(s), I accept full responsibility for them and agree that if the key(s) are ever lost, stolen or I fail to return the key(s) when asked, the full cost of \$200.00 will be deducted from any monies then due me.

Signature

Date