

# Keys and Access Cards Distribution Form

Leaseholder name: <<Leaseholder>>  
 Address: <<Address>>

Client ID#.: <<Client ID#>>  
 Move In Date: \_\_\_\_\_

**Allocation Codes:**

- 1. Adult household member      2. Household member (12+)      3. Support service provider
- 4. Replacement                      5. Tenant Move: *Previous Address*

Code	Access Card Holder	Card #	Leaseholder Signature	Active Date	Return Date	Leaseholder Initials

Code	Main Entry/Laundry Key Holder	Key ID #	Leaseholder Signature	Date Provided	Return Date	Leaseholder Initials

Code	Unit Door Key Holder	Key ID #	Leaseholder Signature	Date Provided	Return Date	Leaseholder Initials

Code	Mail Box Key(s)	Quantity	Leaseholder Signature	Date Provided	Return Date	Leaseholder Initials

<b>Lock Box</b>	<b>Leaseholder Signature</b>	<b>Install Date:</b>		<b>Move Out Date:</b> _____
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