

Smarter Homes Shrewsbury - KEY HANDOVER FORM

Ref:

Customer Name:

Type of Customer:

Unit Type:

Email ID:

KEY STORAGE REF NO

Mobile Number:

Emergency Contact (work/partner):

No of Keys Handed Over:

Garage Remote
Yes/No

How Many Remotes?

Barrier Remote
Yes/No

How Many Remotes?

DATE:

SIGNED BY Smarter Homes Shrewsbury STAFF RECEIVING KEYS:

Name:

DATE:

SIGNED BY CUSTOMER:

Name:

Note: Smarter Homes will store your keys in locked and secure storage and we will not accept any instructions with respect to the keys handed over other than the customer name(s) above in this form unless specific instructions are received and are held on file.

Office Use Only

All details should be entered into the master logger, key tag attached and keys locked in secure storage.