Key and Access Authorization

The Client authorizes the Company to hold keys or access codes to the property below so its staff can enter to provide the agreed services when the Client is not home.

Company name

Client name

Property address

Access details

Keys, fobs or codes given

Number of keys

Alarm system (yes/no)

Alarm company and instructions

Pets in the home and instructions

Emergency contact name

Emergency contact phone

Company's promises

The Company will store keys securely, labelled with a code rather than the Client's name or address, and only staff assigned to the Client will use them. The Company will lock up and set any alarm when leaving, and will tell the Client right away if a key or code is lost.

Ending access

The Client may withdraw this authorization at any time. The Company will return all keys within 7 days after the services end or the Client asks for them.

Cleaning company

Signature

Full name

Date

Client

Signature

Full name

Date