

PEKA

Professional Property Management Ltd.

CONDOMINIUM KEY HOLDER/DOOR CODE AGREEMENT

Condominium Name: _____ Unit #: _____

Check one:

Please hold key permanently (until further notice)

Alarm Code: _____

Temporary Release ⇨ Pick up Date: _____

Door Code: _____

SERVICE STANDARDS

The Condominium Key Holder/Door Code Service is a complimentary service that PEKA offers to Condominium owners. This service provides assistance to out-of-town owners when access is required to their unit for scheduled condominium services such as annual fire/sprinkler inspections.

Please note if you had provided a unit key/code to your current property management company, your key/code will not be forwarded to PEKA as part of the transition to new management. Owners must provide PEKA with a unit key.

Due to potential conflicts with our Real Estate Brokerage, this service cannot be used to facilitate rentals not managed by PEKA.

ACKNOWLEDGEMENT

I understand that PEKA tracks and records all outgoing keys/codes for condominium business. I agree that PEKA will not release keys/codes without my written authorization for matters unrelated to official condominium business. I understand that PEKA cannot be held responsible for keys issued to third parties under my direction. I hereby release PEKA from any responsibility with lost, stolen or unreturned keys when released to third parties with my authorization

SOLD UNITS: This key/code will be destroyed as of the sales closing date unless I, The Owner, make arrangements to pick up the key(s) at the PEKA office prior to the sales closing date. PEKA WILL NOT RETURN KEYS BY MAIL.

I am the unit: OWNER TENANT OTHER Specify _____
(see note 1) (see note 2)

NOTE 1: KEYS LEFT BY TENANTS WILL ONLY BE RELEASED BACK IF PEKA HAS A VALID UNIT LEASING FORM ON FILE (COMPLETED BY OWNER).

NOTE 2: KEYS LEFT BY SOMEONE OTHER THAN THE UNIT OWNER WILL NOT BE RELEASED BACK TO THAT PERSON WITHOUT WRITTEN DIRECTION FROM THE OWNER.



Attach Key Here

Signed this _____ day of _____, 2____.

PRINT NAME: _____ SIGN: _____

This Agreement is void unless it is received by PEKA Professional Property Management Ltd. with a current key to the unit, along with any additional information needed for entry (alarm code, etc.). Please ensure the key(s) and additional information is updated as needed promptly, should any changes occur.

OFFICE USE ONLY

KEY PICKED UP ON: _____ BY: _____

105, 1002 8th Avenue, Canmore, Alberta T1W 0C4
T: (403) 678.6162 | F: (403) 678.4990 | E: info@peka.ca | W: www.peka.ca

Proudly serving Southern Alberta since 1978.