

Key Deposit Receipt

Date: _____

Receipt Number: _____

This Key Deposit Receipt ("Receipt") acknowledges that _____
("Recipient") has paid on _____ a key deposit to _____
("Key Issuer") for the property located at _____ ("Property").

Recipient Information

Name: _____

Address: _____

Phone: _____

Email: _____

Property Information

Address: _____

Key Deposit Details

Key Deposit Amount: \$ _____

Method of Payment: _____

Key Description: _____

Quantity: _____

Purpose of Use: _____

Return Date: _____

Conditions of Key Deposit

1. The Key Issuer shall hold the Key Deposit as security for the keys provided to the Recipient.
2. The Recipient is responsible for the safekeeping and proper use of the key(s) and agrees not to duplicate or transfer the key(s) to unauthorized individuals.
3. In the event of loss or damage to the key(s), the Recipient agrees to notify the Key Issuer immediately and bear any associated replacement costs.
4. The Recipient further acknowledges that they will return the key(s) promptly upon termination of the relationship with the organization or upon request.
5. The key deposit shall be refunded to the Recipient upon the return of all keys provided by the Key Issuer at the termination of the use.

Recipient's Signature: _____

Date: _____

Key Issuer's Signature: _____

Date: _____