Sample Tenant Key Policy Template for Employees

This policy promotes agencywide safety and security through effective key management measures. The guidelines outline organization and tenant responsibilities, operational procedures, and accountability expectations.

- Every dwelling unit is rekeyed when a tenant moves out.
- The tenant will receive a key to their unit upon execution of the lease agreement.
- The tenant is responsible for maintaining keys securely throughout the lease agreement.
- The tenant is prohibited from duplicating unit keys.
- Any requests for key replacement or duplication must be made to the property manager by completing the **Tenant Replacement Key Request** form below.
- The tenant must contact the property manager to request that the locks be changed mid-lease. Acceptable reasons include personal safety and security concerns.
- Never prop building entrance doors open. Entrance doors are to remain locked for the safety and security of tenants.

The organization can determine if a tenant must pay for additional keys or if the number of replacement keys a tenant may request throughout the lease agreement is limited.

Tenant Replacement Key Request

Tenant Name: _____

Address: _____

Unit Number: _____

Identify the key for replacement:

_____ Unit Key

_____ Mailbox Key

_____ _____

Tenant Signature Date

Submit completed form to Property Manager

***This document is for informational purposes only.** Specific policy guidelines will be dependent upon your agency's operational procedures and ultimately up to your discretion. Always consult with legal counsel prior to adopting policies.

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