



THE DO'S AND DON'TS OF THE KEY RELEASE FORM

- Who: All responsible parties who have signed the lease including guarantors.
- When: Leaseholder gives authority to the management to release the key to a third party (such as a department store or rental furniture company).
- Why: This is needed in circumstances where the Leaseholder gives a third party access to the unit without the Resident being there.
- Don't: Don't release the key unless fully executed. Don't release the key without agent of property accompanying the individual.