



TENANT COMMITTEE'S KEY LOAN

Please fill in columns 1-6 when handing over the key. Please fill in columns 7-9 when receiving the key.

1. Apartment number	2. First name	3. Last name	4. Date of key loan	5. Signature and clarification of signature	6. Tenant committee member who handed over the key	7. Return date	8. Signature and clarification of signature	9. Tenant committee member who received the key

A member of the tenant committee has handed over the key(s) to the tenant mentioned above.

The tenant who lends the key or the tenant committee itself is responsible for notifying for the lost or stolen key immediately.

The tenant who lends the key or the tenant committee itself is responsible for the costs of a missing key(s). If the key is no longer needed, it must be returned to the tenant committee immediately. The tenant committee agrees with the tenant about the key return policy.

The keys must be handled and kept carefully.

Tenant's signature and clarification of signature: _____

The tenant committee member has informed the tenant about the rules of the common area (Tenant committee member's signature and clarification of signature):
