

KEY LOG HPM OFFICE—MORRISTOWN EVIAN OFFICE—KNOXVILLE SULLINS OFFICE—KNOXVILLE

RETURN KEY TODAY!

Do not loan your keys to anyone. Do not duplicate, call Office if lost. Keep Office or Loaner keys on separate key ring, not with your car or house keys. Keys are only loaned and must be returned immediately upon request or end of employment. No checks will be released until key(s) are returned. Cost of replacement key if lost is \$10.00 per key. Do not re-enter office or apartments after regular hours without permission (do not come back in without call). Signature to accept key means you agree to all these Key policies and terms.

Date OUT	Time OUT	Key Code (as SR205)	Property Address	Reason (Show, Repair, Other)	Signature	Print Name	Phone Number	Date IN	Time IN	Signature