

# Authorized Person Signature upon Key Pickup

This form must be completed and signed by the authorized individual at the time of key pickup. Please present a valid government-issued photo ID for verification.

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## 1. Property & Key Details

Property Address:

Key ID / Code Number(s):

Number of Keys Issued:

## 2. Authorized Person Information

Full Name (Print):

Company / Organization (if applicable):

Phone Number:

ID Type & Number (e.g., Driver's License):

## 3. Acknowledgment & Signature

By signing below, I acknowledge receipt of the keys listed above. I agree to maintain sole custody of these keys, prevent unauthorized duplication, and return them immediately upon request or the expiration of authorization.

Authorized Person Signature:

Date of Pickup:

Time of Pickup:

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## 4. Staff Verification (Internal Use Only)

Issued By (Staff Name):

Staff Signature: