

**KEY LODGEMENT FORM**

**Please complete in BLOCK CAPITALS**

I/We, \_\_\_\_\_ (insert name(s)) agree  
to the keys for \_\_\_\_\_ (insert address)  
being held by Portsea Hall

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

email address: \_\_\_\_\_

I/We understand that my/our keys will only be handed to a third party (eg, my contractors, family members) with my prior written permission.

I/We confirm that: (please tick as necessary)

The Porters may enter my/our flat in the event of an emergency, without the need to contact me/us in advance.

The Porters may only enter my flat in the event of an emergency with my prior permission.

I/We confirm that: (please tick as necessary)

Contractors may enter my/our flat to complete emergency repairs, without the need to contact me/us in advance.

Contractors will need my prior permission to enter my/our flat to complete emergency repairs.

Emergency Contact Details (1): Name \_\_\_\_\_ Contact No. \_\_\_\_\_

Emergency Contact Details (2): Name \_\_\_\_\_ Contact No. \_\_\_\_\_

I undertake to notify Portsea Hall of any changes to my emergency contact details.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**KEY RELEASE FORM**

I/We, \_\_\_\_\_ (insert name(s)) agree

to the keys for \_\_\_\_\_ (insert address)

being released to \_\_\_\_\_ (insert name of person removing keys) from

\_\_\_\_\_ (insert name of company if applicable).

Contact telephone no. \_\_\_\_\_

on \_\_\_\_\_ (insert date). The keys will be returned on \_\_\_\_\_ (insert date).

I have notified the person above that they will be required to provide some form of photo id when collecting the keys (passport/driving licence).

In the event of a query, I can be contacted on: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_