

## Permission to issue out an Apartment Emergency Key

I, the undersigned resident, grant permission for Assured property Management Ltd or their assigned representative, to issue out the emergency key to my apartment to the contractor or person named below, and so absolve Assured Property Management Ltd or their representative, from any consequential or direct loss or damage howsoever caused in complying with this instruction.

Residents Name (Print) Mr. & Mrs. J. Cook  
Apartment No. B 625  
Attending Contractor CP Interiors  
Date Attending Mid February till end of March 2023  
Approximate Time Not known  
Duties to be undertaken Hanging of curtains  
Special Instructions (if any) \_\_\_\_\_  
Residents Signature *J. Cook* Date: 5-2-2023.

### Key Issue

Attending contractors name \_\_\_\_\_  
Contact number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Date: \_\_\_\_\_ Time issued: \_\_\_\_\_  
Key Ref: \_\_\_\_\_ Fob Ref: \_\_\_\_\_  
Signed as received \_\_\_\_\_ APM Rep Initials \_\_\_\_\_

### Return Confirmation

Date: \_\_\_\_\_ Time returned: \_\_\_\_\_  
Key Returned (Y/N): \_\_\_\_\_ Fob Returned (Y/N): \_\_\_\_\_  
Signed as returned \_\_\_\_\_ APM Rep Initials \_\_\_\_\_

**ALL KEYS AND FOBS MUST BE RETURNED AT  
THE END OF EACH WORKING DAY**