

Key Holder Agreement

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Important: This template is provided for general reference only and is not legal advice. Laws vary by state. Have a licensed attorney review any agreement before you use it with clients.

1. Parties & Property

Company: _____ **Client:** _____
Property _____
Address: _____ **Date:** _____

2. Access Credentials Received

	Item	Notes
<input type="checkbox"/>	House key(s) — quantity: _____	
<input type="checkbox"/>	Garage remote / keypad code	
<input type="checkbox"/>	Gate / community access code or fob	
<input type="checkbox"/>	Alarm system code + monitoring company password	
<input type="checkbox"/>	Mailbox key	
<input type="checkbox"/>	Other: _____	

3. Storage & Use

Company stores keys in a locked, coded key safe identified by number only — never by client name or address. Credentials are used solely to perform contracted services and are never duplicated or shared outside Company staff.

4. Authorized Use & Third Parties

Company may grant Property access to vendors (e.g., plumber, pest control) only with Client's prior written approval, and will remain present during vendor visits unless agreed otherwise in writing.

5. Return of Credentials

All keys, fobs, and written codes are returned (and stored codes deleted) within ____ days of the end of service, with written confirmation to Client.

Agreed and accepted:

Company — signature

Date

Client — signature

Date