

Property Key Collection Checklist

Property Address: _____

Date of Transfer: _____

Recipient Name: _____

Please confirm the receipt of the following keys and access items:

- Front Door Keys (Quantity: ____)
 - Back Door Keys (Quantity: ____)
 - Garage Door Keys / Remotes (Quantity: ____)
 - Window Keys (Quantity: ____)
 - Mailbox Keys (Quantity: ____)
 - Shed / Outbuilding Keys (Quantity: ____)
 - Internal Room Keys (Quantity: ____)
 - Electronic Fobs / Access Cards (Quantity: ____)
 - Alarm System Codes / Manuals
 - Smart Home Hub Admin Access
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Notes/Condition:

Handed over by: _____ Date: _____

Received by: _____ Date: _____