

*Lift Independent Key must be signed for the receipt of and return thereof*

*For Removals & Deliveries*

Key code: 827

**Security Deposit**

\$50 security deposit is to be paid to the Building Manager upon collection of the Lift Key  
\$50 security deposit will be refunded to the Resident upon return of the Lift Key and satisfactory condition of the lift and Common Areas (i.e passage walls and doors) and rubbish removal.

**Issue Details**

Name: .....

Apartment: .....

Mobile: ..... (this phone must be available to call whilst key issued)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time Issued: ..... am / pm

Security Deposit: \$..... Received by ..... Signature.....

**Return Details**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time Returned: ..... am / pm

Deposit Refunded: \$..... Received by ..... Signature .....

**Terms and Conditions of Lift Key Usage and Removals:**

- The lift key must be returned on completion of move.
- The lift key cannot be retained overnight.
- The Resident must remain contactable on the number provided whilst the key is in his/her possession.
- The non-return of the key will result in forfeiture of security deposit.
- The Building Manager will inspect the lift for condition upon completion and must be satisfactory for return of security deposit.
- The resident undertakes to apply safe practices when moving items around common areas so as to minimise hazards. Check dimensions for fit as forcing furniture in the lift or through doorways will result in damage.
- Any cost of repairs required to the lift or common areas as a result of moving goods or misuse, will be applied to the Resident. The Resident is responsible for the actions of anyone they engage for the removals / deliveries.

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Resident Signature