



Employee Key Agreement

Employee Name: _____ Date: _____

Supervisor: _____ Resident Name: _____

Address: _____

I, _____ give permission to allow the company of *AZ Ohana* to release a copy of my key(s) to the following individual(s),

_____.

By signing below the employee takes full responsibility for any and all damages of any kind, as well as any lost property. Key(s) issued is responsibility of employee, and not subject for loan to a third party. A \$50 per key administrative fee will be assessed for any lost or stolen keys, per *AZ Ohana Returnable Property Policy*. Employees are required to return all keys in their name to AZ Ohana Services. If an employee fails to do so and the family requests for locks to be changed as a result, AZ Ohana will invoice the employee \$50 for the key itself, along with an additional fee of \$100-\$500 (based on locks).

Employee Signature: _____ Resident Signature: _____

Key Return

Date: _____

Employee Signature: _____ Returned to Resident: Yes No

HR Signature: _____