

# PEKA

## Professional Property Management Ltd.

### CONDOMINIUM KEY HOLDER AGREEMENT

Condominium Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Check one:**

- Please hold key permanently (until further notice) Alarm Code: \_\_\_\_\_
- Temporary Release ⇨ Pick up Date: \_\_\_\_\_

**SERVICE STANDARDS**

The Condominium Key Holder Service is a complimentary service that PEKA Management offers to Condominium owners. This service provides assistance to out of town owners when access is required to their unit in an emergency situation or for scheduled condominium services such as annual fire/sprinkler inspections.

**Due to potential conflicts with our Real Estate Brokerage, this service cannot be used to facilitate rentals not managed by PEKA.**

**ACKNOWLEDGEMENT**

I understand that PEKA tracks and records all outgoing keys for condominium business. I agree that PEKA will not release keys without my written authorization for matters unrelated to official condominium business. I understand that PEKA cannot be held responsible for keys issued to third parties under my direction. I hereby release PEKA from any responsibility with lost, stolen or unreturned keys when released to third parties with my authorization.

**SOLD UNITS:** This key will be destroyed as of the sales closing date unless I, The Owner, make arrangements to pick up the key(s) at the PEKA office prior to the sales closing date. PEKA WILL NOT RETURN KEYS BY MAIL.

I am the unit:  OWNER  TENANT  OTHER Specify \_\_\_\_\_  
(see note 1) (see note 2)

**NOTE 1:** KEYS LEFT BY TENANTS WILL ONLY BE RELEASED BACK IF PEKA HAS A VALID UNIT LEASING FORM ON FILE (COMPLETED BY OWNER).

**NOTE 2:** KEYS LEFT BY SOMEONE OTHER THAN THE UNIT OWNER WILL NOT BE RELEASED BACK TO THAT PERSON WITHOUT WRITTEN DIRECTION FROM THE OWNER.



**Attach Key Here**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

*This Agreement is void unless it is received by PEKA Professional Property Management Ltd. with a current key to the unit, along with any additional information needed for entry (alarm code, etc.). Please ensure the key(s) and additional information is updated as needed promptly, should any changes occur.*

**OFFICE USE ONLY**

KEY PICKED UP ON: \_\_\_\_\_ BY: \_\_\_\_\_

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