



# Additional Key Request and Release Agreement

I hereby request and authorize the Greater Sudbury Housing Corporation, the Landlord, to issue one additional unit key, or set for my unit, to the individual listed below. I acknowledge and agree to abide by the terms and conditions herein listed and take joint responsibility with the Additional Key Recipient for any misuse, negligent or otherwise, of the keys.

Tenant Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested Keys(s):  Front Entrance  Mail Key  Handicap

## Terms and Conditions

The individuals signing this document as Tenant and Recipient agree to the following:

- In consideration of the Landlord making and providing one additional unit key, the Tenant and Key Recipient hereby covenant with the Landlord that the Landlord shall not be liable or responsible in any way for any loss, damage, or injury of any nature whatsoever that may be suffered or sustained by any persons or property and, in particular, without limiting the generality of the foregoing, the Landlord shall not be liable for any loss, damage or injury of any nature whatsoever to any person or property:
  - resulting from any misuse, negligent or otherwise, of keys given to the Tenant=s designated Recipient; or
  - misuse of the Recipient=s key(s) by another party should they be lost, stolen or given away.
- In consideration of the Landlord making and providing one additional unit key, the Tenant and Recipient hereby covenant with Landlord to indemnify the Landlord in respect of all liabilities, fines, suits, claims, demands and actions of any kind that may be brought or commenced against the Landlord by reason of any breach or non-performance by the Tenant or the Recipient of any covenant, agreement or proviso of this Agreement, or by reason of any act or default by the Tenant, the Recipient or any members of their families, household or guests. This indemnity shall, where the breach, non-performance, damage to property, personal injury or death occurs during the term of the Tenant=s tenancy, survive termination of the Tenant=s tenancy.
- The keys are to be used **only** for the purpose for which they were issued.
- The Recipient is responsible for safe guarding the key(s) and for ensuring there is no misuse of the key(s).
- The Recipient is to have control of the key(s) at all times. He/she is not to lend the key(s) to another person without the expressed permission of the Landlord.
- If a change in Recipient is required the Landlord will be notified and a new additional Key Request form will be issued.
- The Recipient and the Tenant are jointly responsible and liable for any misuse of the key, negligent or otherwise.
- Duplicating or replacing key through an outside agency, company, or private business is strictly prohibited.**
- A \$10.00 non-refundable fee is required in advance.
- We acknowledge the importance of this safety and security initiative.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized By: \_\_\_\_\_