

# Keys/Codes/Company Property Receipt Form

I, \_\_\_\_\_ have received \_\_\_\_ (#) keys, key box codes and alarm codes for the following property: (Check all that apply)

- \_\_\_ 25 Sweeten Creek Rd. Asheville NC 28803
- \_\_\_ 78 Catawba Avenue, Old Fort NC 28762
- \_\_\_ 212 S. Green St/ 301 Sterling, Morganton, NC 28655

I do hereby agree to NOT make any copies of the key, NOT allow anyone other than myself to use the key, Immediately report the key lost or stolen, NOT give key box code to anyone else, NOT give alarm codes to anyone else, Immediately report any code that is believed to be known by anyone not authorized to have it, and within 24 hours of termination of employment return the keys to your immediate supervisor.

keys Issued:

\_\_\_\_\_

\_\_\_\_\_

Company Property Issued:

MacBook: \$1300.00      Team Member Initial: \_\_\_\_      Manager Initial: \_\_\_\_

MBCover :\$25.00      Team Member Initial: \_\_\_\_      Manager Initial: \_\_\_\_

MBCcharger: \$30.00      Team Member Initial: \_\_\_\_      Manager Initial: \_\_\_\_

Other: \_\_\_\_\_      Team Member Initial: \_\_\_\_      Manager Initial: \_\_\_\_

Date of last day worked: \_\_\_\_\_ Date key/company property was returned (must be no later than last day worked before any charges apply): \_\_\_\_\_

If the keys/property for the above mentioned property(s) are not returned by the date and time listed, I hereby agree to pay all costs for replacement and/or for re-keying and/or replacing locks and any additional fees that are involved to re-secure the property and further agree that this cost may be deducted from my final paycheck.  
Team Member Initials \_\_\_\_\_.

Team Member Name: \_\_\_\_\_

Team Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

