

Date: [Insert Date]

To: [Recipient Name]

Property Address: [Insert Full Property Address]

Dear [Recipient Name],

This letter confirms the official handover of keys and provides access instructions for the property mentioned above, effective as of [Start Date/Time].

1. Key Inventory

The following keys and access devices have been provided:

- [Number] Main Entrance Key(s)
- [Number] Back Door/Side Door Key(s)
- [Number] Mailbox Key(s)
- [Number] Garage Remote/Gate Fob(s)
- [Number] Common Area/Amenity Key(s)

2. Access Instructions

- **Main Entry:** [Describe how to use keys, fobs, or keypad codes]
- **Security Alarm:** [Provide alarm code or instructions on how to arm/disarm]
- **Intercom/Gate System:** [Insert instructions for visitor access or gate codes]
- **Parking:** [Insert designated parking spot number or access method]

3. Important Notes

- Please report any lost keys or fobs immediately to [Contact Person/Department].
- Replacement of lost keys or fobs may incur a fee of [Amount].
- Do not duplicate keys without written permission from the owner/management.

4. Emergency Contact

In case of a lockout or access emergency, please contact: [Name/Phone Number].

Please sign below to acknowledge receipt of the keys and instructions listed above.

Sincerely,

[Your Name/Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____