KEY CONTROL

Strict control over common area and individual apartment keys must be exercised. The property is legally liable should any keys get into the wrong hands. Managers must ensure security as follows:

Master Keys

Due to the security risks involved, it is the policy of this Management Company that master keys will <u>not be used</u> at the property for individual apartments. Each apartment must have its own specific key.

Common Area Keys

1. Common area keys (keys to office, storage room, recreation room, etc.) will not be marked by location.

2. Common area keys will be coded, with the key code card kept in a separate location from the key box for use by authorized staff.

3. The office should have a separate key (not mastered) and a deadbolt lock.

4. The maintenance shop, utility rooms, storage areas, etc. may have a lock mastered to one key.

Apartment Keys

1. Apartment keys will be coded according to the Key Code Instructions (Form MO-12) and kept in a locked box or behind a door locked with a deadbolt (preferably both).

2. Two duplicate keys will be kept for each apartment.

3. Keys will not be released to any person unless their name is on the apartment Rental Agreement, or previous written arrangements have been made between the Property Manager and the Resident.

4. In all cases, the person receiving the key should <u>sign out</u> for it and be required to return it immediately.