

**Meadowcrest Community Association, Inc.  
Key Assignment Agreement Form**

A copy of this completed form is provided to the assigned key holder upon issuance of any keys and upon the return of any keys

**Key Assignment Policy –** Persons who are issued one or more keys:

- Are responsible for the safekeeping of assigned keys and shall not loan any assigned keys to a third party.
- Are subject to payment of an administrative fee that will be assessed for any lost or stolen keys to cover re-keying/re-stocking expenses and possibly replacing the locking mechanism(s), if needed, as determined by the MCA Board. The administrative fee is payable to Meadowcrest Community Association, Inc. and is to be submitted to the Property Manager or their designate.
- Are required to return all keys to the Property Manager or designate at the MCA Office as follows:
  - For keys assigned to a person for a long duration because of the person’s on-going MCA roles/responsibilities, such keys are to be returned within 5 business days after the person is no longer serving MCA in that role. Persons issued keys do not have authority to pass along such keys to others who may be assuming their role. It is the responsibility of the Property Manager to: assure that people who are assigned keys understand the key assignment policy; complete proper paperwork; and to properly document all re-assignment of keys. Keys not returned within this 5-day grace period will be assumed lost or stolen.
  - For keys assigned to a person for a short duration because of an event need, such keys are to be returned within 1 business day after the event has ended.

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**Key Assignment Information:**

Date Assigned: \_\_\_\_\_ Key ID \_\_\_\_\_ Key Description \_\_\_\_\_  
Assigned to: (PRINT) \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I acknowledge that I am aware of and understand the above key assignment policy and agree to its contents.

Signature of Assigned Key Holder: \_\_\_\_\_

This key assignment is (check one)

- Long term based on an assigned MCA role or
- Short term based on a scheduled event. The date the key is expected to be returned is \_\_\_\_\_.

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**Key Return Information:**

Date Key Returned: \_\_\_\_\_ **NOTE: ID shown on key must match above Key ID**

I acknowledge that the key as identified and described above was returned to the MCA Office

Signature of Property Manager or designate: \_\_\_\_\_