Key sign-out form

FORM TEMPLATE

Name _____ Role _____ Date _____

* Required

Key number *

Property *

Issued to *
Name and company.

Reason *
For example, a plumber's repair or an open home.

Date out *

Time out *

Expected back *

Returned?

☐ Yes ☐ No

Signature *
I've received this key and will return it by the date shown.

Signature _____ Name _____ Date _____

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____