

**Ardmore Enterprises, Inc.**

**House Key Form**

I, \_\_\_\_\_ have received a house key for  
\_\_\_\_\_ on \_\_\_\_\_.

I understand that I am responsible for this key at all times. If a replacement key is needed, I know that I am responsible to pay \$35 for that replacement. Upon separation from the agency for any reason, I know that I am responsible for turning in the house key to my supervisor. If I do not turn in this key, I know that \$35 will be withheld from my paycheck for the cost of the key.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Date and Signature of key returned \_\_\_\_\_

Date and Signature of Supervisor receiving key \_\_\_\_\_

cc: Program Coordinator  
Personnel File