

REBBECK BROTHERS

Trusted with property since 1845

www.rebbeckbrothers.co.uk

Rebbeck Brothers
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Key Request

If you are the owner of the property, please complete and sign the form below so that we can issue you with a new key (where available). If you are tenant, we can only issue a key where written permission has been given by the owner of the flat. In either case a minimum charge of £22.00 is made for the new key (£10 for the key and £10 +VAT administration charge for dealing with the request). Where the key itself costs more than £10 we reserve the right to increase this charge.

Name of Block: _____ Flat No: _____

Name of Owner: _____

Name of Tenant: _____

Key to be Issued: _____

Reason Why Additional Key Required: _____

Where key to be Issued to Owner/s:

Statement - I confirm receipt of the key as detailed above.

Owners Signature: _____ Date: _____

Where key to be Issued to Tenant/s

Tenants Signature: _____ Date: _____

Owner or Authorised Agents Statement:

We the undersigned give authority for Rebbeck Brothers to issue a new key as detailed above:

Signed: _____ **Owner/Agent** (please delete)

Name of Agent: _____

Address: _____

Date: _____

Official Use Only

Key Issued: _____ Fee Paid: _____

Issued By: _____ Date: _____