

Key Allocation

The purpose of the Key Allocation Policy is to establish reasonable personal security for tenants.

Allocation of Keys To Tenants

Each tenant is provided with a key/fob/access code at the time of signing the lease.

Loss of Keys

The tenant will contact Women's Housing Ltd immediately that a key is lost. The Tenancy Worker will provide a replacement key following receipt of a signed statutory declaration advising that a key has been lost. A fee of \$20 is charged for all replacement keys.

Should a tenant believe that their personal safety is at risk, the entire locking system may be changed. The tenant will be required to cover these costs.

Tenants may be required to come into the office to collect a replacement key.

Security of System

All of Women's Housing Ltd's keys are on a secure system and so keys cannot be duplicated by the tenant.

Secure Fob System

Some tenants have a fob that allows them access to their property. These properties also have a secure intercom system.

End of Tenancy

At the end of the tenancy, all keys will be returned to Women's Housing Ltd.