

# Receipt of key handover

I hereby confirm

**Data of key recipient (childminder)**

**First and last name:**

**Street, no:**

**Postcode, town:**

the receipt of the following keys

**List of all keys handed over**

**Room:**

**Key no.:**

**Room:**

**Key no.:**

**Room:**

**Key no.:**

**Room:**

**Key no.:**

**Room:**

**Key no.:**

for the premises/rooms of

**Data of key issuer (client)**

**First and last name:**

**Street, no:**

**Postcode, town:**

## Key custody

The key recipient is responsible for safekeeping. Loss or theft must be reported immediately. The key recipient assumes liability for the use of the keys handed over and shall bear the consequences resulting from the loss or theft of the key. Costs arising from damage to and/or loss of the keys shall be borne in full by the key recipient.

## Return of keys

Upon termination of employment, all keys issued shall be returned to the key issuer. The return shall be confirmed. A receipt will be issued on request. If the keys are not returned or not returned in full, the costs of restoring the security shall be borne by the key recipient.

\_\_\_\_\_  
**Place, date**

\_\_\_\_\_  
**Signature of key issuer**

\_\_\_\_\_  
**Signature of key recipient**