

# Receipt of key handover

I hereby confirm

**Data of key recipient (pet sitter)**

**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 (pet owner)**

**First and last name:**

**Street, no:**

**Postcode, town:**

## Key custody and return of keys

The key recipient is responsible for safekeeping. Loss or theft must be reported immediately. 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.

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**Place, date**

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**Signature of key issuer (pet owner)**

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**Signature of key recipient (pet sitter)**