



Management 1 Tri-Cities Realty & Property Management

5208 Madrid Lane, Pasco, WA 99301

800-205-M1tc -- M1TC.com

KEY ADDENDUM

Property Address:	
Please list number and type of keys provided to M1TC	
Door Keys:	Garage Remotes:
Mail Box Keys:	Pool/HOA Keys:
Other Keys:	

Door Keys*: (3 requested)

In most instances, 3 sets of door keys are required for each property. One complete set of door keys will be maintained by the property manager in the office key safe. The other key sets will be provided to the tenant(s). Owners are encouraged to retain a personal copy of all door keys.

Mail Box Keys*: (3 requested)

In most instances, 3 mail box keys are required for each property. One mail box key will be maintained by the property manager in the office key safe. Owners are encouraged to retain a personal copy of all mail box keys. If the owner does not have or provide a mail box key, mail boxes can be re-keyed by the local post office.

Garage Remotes: (2 requested)

Normally, 2 garage remotes are required. If homeowner does not have an original garage remote and/or does not wish to provide tenant with remotes, M1TC will furnish the tenant with one or two "universal" garage remotes at the owner's expense. Universal remotes are available locally at home improvement warehouses or from M1TC for \$40 each.

HOA/Pool Keys: (As Necessary)

HOA/Pool keys are frequently controlled and/or issued by the property HOA. In the case any HOA Pool key is necessary, appropriate deposits may be charged to the tenant as necessary, in accordance with the rules and regulations of the governing HOA.

Please insure property keys are delivered to M1TC office in one of the following ways:

Deliver in person at the time of hire/contract.

Drop off or Mail to Office at the address above.

Notify Office/Property Manager where keys are located for pick-up if necessary.

In the case that owner provides fewer than requested number of keys/remotes, M1TC will make all necessary copies on owner's behalf. Key duplication will be billed at cost from our local locksmith. Universal Garage Remotes are available through M1TC for \$40 each.

***Note:** We strongly discourage making key copies (especially mail box keys) at Home Depot, Lowes, Ace Hardware, Wal-Mart, or similar retailer. The best key copies are usually obtained from a locksmith or other experienced key-cutter using an original key. Key blanks usually cost \$2-\$3 each for door keys and \$3-\$4 each for mail box keys at local locksmiths.

Date Signed

Owner

Owner