

Key Return Form

2019/20



UNIVERSITY OF
LINCOLN

ACCOMMODATION SERVICES

Name

University of Lincoln Student ID Date

Building Block (If applicable)

Apartment Room

I can confirm that I am returning my room key to you for safe keeping on the basis that I do not intend to use the room between now and the end of the accommodation agreement period.

However I understand that should I wish to use the room within the remaining accommodation agreement period I can be re-issued the key.

I understand that Accommodation Services may access the room to carry out inspections, minor works as necessary and subsequent cleaning related to those works.

By initialing in this box, I confirm that any items left in the room can be disposed of by Accommodation Services.

I am returning the following keys:
*please tick all which apply

Room key

key-card

fob

post-box key

Keys returned by

Signature

To be completed by a member of the Accommodation Services Team on receipt of a completed key return form and return of keys

I can confirm that I have taken receipt of the above keys/ keycard on this date

Keys received by