



task complete.

Personal Errand and Concierge Services



KEY RELEASE FORM

I, _____, consent to **Task Complete** having a copy of my house key for the following address: _____.

Task Complete codes all keys so that in case of loss or theft of key, no personal information is located on key and Client will be protected.

Please choose one of the following options below for key return:

- 1) _____ I would like **Task Complete** to return my house key no later than 3 days upon my return home.
- 2) _____ I would like **Task Complete** to leave my key with the authorized person noted below. **(We will not be held liable for any loss or damage to home after we leave key with the authorized person, should you choose this option.)**

If you are unavailable for **Task Complete** to return your key, who else would you like authorized to accept the key? _____

IMPORTANT: Because of the many unforeseen circumstances that can occur while you are away from home, such as an accident, airplane delay, or weather problems, **Task Complete** will not leave your house key on a counter in your home or under a mat. We know how much your home and pet(s) mean to you and will make sure they are well taken care of until you arrive home safely. If others will be in possession of your house key, **Task Complete** will not be held liable for any damage or loss to Client's property, should anything occur.

***Please note that if we return your house key, you will be required to sign and date a new Key Release form each time we service your home in the future unless you authorize us to keep your house key on file.**

I authorize **Task Complete** to keep my house key on file for convenience and future use.

Client Signature: _____

If you would like **Task Complete** to return your house key after your return, you will be asked to sign below confirming that your key has been returned.

KEY PICK UP By signing this portion, you are authorizing us to have possession of your key.

Client signature/date

Task Complete signature/date

KEY RETURN There is no charge to return your house key, however, we will only return your key to the owner or owner's authorized representative.

Client signature/date

Task Complete signature/date