

# Office Keys and Access Card Handover Document

Date: \_\_\_\_\_

Tenant/Employee Name: \_\_\_\_\_

Department/Company: \_\_\_\_\_

Office Location/Address: \_\_\_\_\_

## Items Handed Over

No.	Description	Serial/Code Number	Quantity	Remarks
1	Main Door Key	_____	____	_____
2	Access Card	_____	____	_____
3	Drawer/Cabinet Key	_____	____	_____

Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Received by (Name & Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
Handed over by (Name & Signature)

Date: \_\_\_\_\_

## Important Notes

- Ensure all items are checked and in working condition before signing.
- This document serves as proof of handover and should be kept for future reference.
- Any lost keys or access cards must be reported immediately to the administration/security.
- Hand over all items listed on or before your last working day, if applicable.