

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.