

PATHWAYS ABILITIES SOCIETY

POLICY: TENANT KEYS, LOCKS AND CODES

Applies to: Management and Tenants

Original Approval Date: April 4, 2022

Date Board Approved: April 4, 2022

Replaces Policy Dated: Not Applicable

Board Member's Signature

POLICY

Each tenant will be issued two keys to their suite, which may be copied for family members, 1 mailbox key and two keys or access devices to common areas, such as the garage and laundry. Keys and access devices to common areas may not be copied.

The manager will also hold a master key, which will not be used to admit anyone other than the tenants to their suites without the tenant's prior written consent, except in an emergency, or in accordance with the Residential Tenancy Act.

Tenants who transfer to another suite within the development will have their lock transferred to their new suite.

Except as permitted under the Residential Tenancy Act, tenants may not change their locks without permission of the society, as new locks must be keyed to the master.

The society will charge the following fees:

- A refundable key or device deposit maybe required.
- The direct cost of replacing lost keys or access devices, unless the society changed the locks or other means of access for a reason besides a request of the tenant;
- The direct cost of supplying additional keys or access devices requested by the tenant.

The society will change the locks on units at the beginning of every new tenancy.