

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: TENANT KEYS, LOCKS AND CODES**

**Applies to:** Management and Tenants

Original Effective Date: January 16, 2023

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Replaces Procedure Dated: Not Applicable

#### 1. The Building Manager or designate:

- Issues keys and fobs to Tenants upon tenancy and documents who has what.
- Obtains keys and fobs when Tenants move-out and documents accordingly.
- Swaps entry locks in the event of a Tenant transfer within the building.
- Changes the locks at the beginning of every new tenancy.
- Does not use master keys to admit anyone other than Tenants into their suites without prior written consent except in emergencies or in accordance with the Residential Tenancy Act.

#### 2. Tenants:

- Contact the Building Manager or designate if they lose their keys or fob or if the fobs is not working.
- Are responsible for the cost of replacement keys or fobs that have been lost, stolen or misplaced.
- Do not make duplicate keys without prior written consent.
- Do not change locks without permission from the Building Manager or designate who ensures the locks are keyed to the master key.