

Bridgend County Borough Council

Childrens Social Care

‘When I am Ready Scheme’ – Financial Arrangements Policy’

June 2016

1 Introduction

1.1 This policy sets out: -

- The financial requirements and benefit issues for young people who take up a “When I am Ready” Arrangement (WIR Arrangement);
- The financial and payment implications for When I am Ready Providers (WIR Providers);
- The “When I am Ready” allowances (WIR Allowances) to be paid by the LA;

1.2 Following a young person’s 18th birthday, the legal basis on which they occupy the property (former foster care home) changes and they become an ‘excluded licensee’ who is effectively lodging in the WIR Providers home. Whilst the term ‘excluded licensee’ is a legal one, and the carer may also become, and be deemed the young person’s landlord, it should not denote that the young person will be treated any differently than when they were a fostered child and they should continue to think of it as home.

The associated change from foster child to adult member of the household, and for the carer from foster carer to WIR Provider, (technically the young person’s landlord) should be carefully and sensitively planned in order to ensure that both the young person and the provider understands the nature of the arrangement and that the positive aspects of being in foster care are not diminished by the new legal terminology and different financial arrangements.

An excluded licensee can be asked to leave the property by the WIR Provider, who must give ‘reasonable notice’. In extreme circumstances it may be considered reasonable for the WIR Provider to give very short notice and ask the young person to leave on the same day.

1.3 The procedures outlined in this policy are applicable to all young people looked after by Bridgend County Borough Council if they are living with approved foster carers on their 18th birthday, whether that be Bridgend Foster carers, Family and Friends carers or Independent Fostering Agency carers (IFA). The policy also applies to those young people in Residential Care.

The policy further applies to Unaccompanied Asylum Seeking Children (UASC) who reach the age of 18. However, in circumstances where the young person is awaiting a ‘Removal Notice’ continued financial support must be reviewed on a case by case basis.

2 Financial Arrangements - Young Person

2.1 Depending on their circumstances young people in a 'WIR' arrangement may be able to claim one or more of the following means-tested benefits for their personal needs from their 18th birthday. It should be noted that Universal Credit (UC) is being rolled out for single people between the ages of 18-64. It is gradually replacing Housing Benefit (HB) for working age customers starting with those single people who would have claimed Job Seekers Allowance (JSA). UC will encompass housing cost payments which will be paid direct to the claimant. However, if arrears of rent occur the landlord could request an APA Alternative Payment Arrangement (APA) providing evidence of rent arrears.

- Income Support - under the 'Relevant Education' rules if they are 'estranged' from their parents and are undertaking non-advanced full-time (12+ hours) education or training course.
- Education Support Allowance (ESA) (income-related) – where young people who are deemed 'sick or disabled'. They can also claim Personal Independence Premium (PIP) if severely disabled;
- JSA (income-based) - if registered as unemployed and are actively seeking full-time employment;
- Housing Benefit - As an "excluded licensee", any element of Housing Benefit claimed by the young person can considerably offset payments made to the WIR Provider by Children's Services. The level paid depends on the WIR arrangement being a commercial one and that care leavers are entitled to claim the LHA rate for a 1 bed room flat up until they turn 22.
- Council Tax Reductions Scheme (CTRS) (previously known as Council Tax Benefit) – Young people undertaking full-time education are "invisible" for council tax purposes. However, there may be an impact on the 'WIR' Provider's eligibility to 25% single person's discount and CTRS. Children's Services will consider this on a case by case basis.
- Education Maintenance Allowance (EMA) – All young people engaged in education post 16 can claim EMA up until 19. It is funded by Student Finance Wales and has to be applied for. Assembly Learning Grant (ALG) can be claimed from the age of 19 and again, this must be applied for.
- Education Bursary - all full-time (12+ hours) further education courses and most training schemes, this is paid by the college or training provider

2.2 If the young person is engaged in education/training or is actively seeking employment then they could be eligible for benefits. Eligibility for HB in these scenarios depends on the type and level of education or training and which benefits if any the young person is claiming. The young person will contribute a weekly amount from their disposable income to the 'WIR' Provider for their contribution to Household Costs. This will assist their preparation for

independent living. This charge will also apply to young people in apprenticeships.

2.3 The young person will have to sign the Excluded Licence Agreement. They will be required to pay the following costs as part of the WIR arrangement: -

- | | | |
|-----------------------------------|--------------|--------|
| • Rent | 2016/17 Rate | £95.00 |
| • Contribution to Household Costs | 2016/17 Rate | £20.00 |

2.4 For those young people in employment the situation is a little more complex. The biggest factor will be how much they are actually earning (Net Pay/Salary). This may affect their ability to claim HB. There is a threshold above which the young person will be deemed to be in a strong enough financial position to pay their own rent and contribution to household costs.

2.5 The agreed threshold is calculated as follows (based on 2016/17 rates): -

(2 x current JSA Rate)	+	Current LHA for a 1 bedroomed Flat	
		2 x £55.23	+ £80.55
		Total =	£191.01

2.6 All young people in employment must make a claim for HB. If they are not eligible then they will be responsible for paying the full rent themselves due to their earnings.

2.7 For those young people whose earnings are such that they only get some HB then the Local Authority will make up the difference between the amount of Housing Benefit received and the agreed rent.

2.8 From their income the young person will be responsible for buying their own clothes, toiletries; mobile phone contracts/top ups and other items previously covered by the fostering allowance paid to the foster carer. This encourages the young person to develop their budgeting/independence skills. They will also be responsible for insuring their personal belongings.

3 Financial Arrangements – ‘WIR’ Provider

3.1 The WIR provider will also need to sign the Excluded Licence Agreement. They will receive the following payments as part of the WIR arrangement: -

- Rent from the young person (usually through Housing Benefit)
- Contribution to household costs from the young person
- A WIR Support Allowance paid by the Local Authority

3.2 The ‘WIR’ Support Allowance paid to the WIR Provider is exclusively for the practical and emotional package of support that is being provided by that Provider. Unlike the fostering allowance previously paid to the foster carer, it

does not include any element to be given to or spent on the young person such as personal items, clothing, travel, holiday allowances and costs associated with birthdays, Christmas or other religious festivals.

- 3.3 The 'WIR' Support Allowance is exclusive of the contribution to Household Costs paid by the young person to the WIR Provider. It is also exclusive of Rent which will be paid direct to the WIR Provider.
- 3.4 UC will encompass housing cost payments which will be paid direct to the claimant. However, if arrears of rent occur the landlord could request an APA Alternative Payment Arrangement (APA) providing evidence of rent arrears. If not on UC, any HB, by prior arrangement, will be paid direct to the landlord. If there is a break in payments as a result of the young adult's actions then Children's Services will cover this payment whilst the issue is resolved.
- 3.5 The young person claiming their own benefits and/or the Education Bursaries available will not normally have any impact on the "WIR" Providers own means-tested benefits, should they be claiming themselves. However, Housing Benefit will have an impact on the WIR Provider's own housing benefit claim and in these cases care will need to be taken in order to ensure claims are appropriate and lawful. Should the WIR provider be claiming housing benefit in their own right and lose an amount of Benefit due to the young person making a Housing Benefit claim then Child and Family Services will make up the difference provided evidence is supplied to show that this is the case
- 3.6 The payments made by Bridgend County Borough Council are made up partly from the Supported Lodgings budget (BCBC funding) and are partly Government Grant funded (SPPG).
- 3.7
 - a) If the young person goes away to university then the local authority will provide vacation accommodation (or the funds to secure it) during the summer holiday and payment of the WIR support allowance pro rata to the WIR Provider for any overnight visits to the WIR Providers home at other times.
 - b) If the young person is engaged in training with the Armed Forces, the local authority will pay the WIR support allowance to the WIR provider pro rata for any overnight visits to the WIR Providers home during this training period.
- 3.8 It will be the WIR provider's responsibility to inform their mortgage provider/landlord and building and contents insurer that they will continue to support a former foster child as a young adult under a WIR arrangement. Otherwise, there may be a breach of the mortgage/tenancy conditions and it may result in insurance cover being void.
- 3.9 It will be the WIR Provider's responsibility to investigate the tax, national insurance and benefit consequences of entering into the WIR scheme. Any

financial losses due to benefit, tax or national insurance implications should be notified to the LA (with evidence). This will allow the LA to reimburse the WIR Providers who lose income due to the WIR scheme.

- 3.10 If there is a possibility that the WIR provider will be transporting the young person in a WIR arrangement then they must continue to hold comprehensive business insurance and all documents related to having a roadworthy vehicle.
- 3.11 The WIR provider should be advised about having liability insurance to cover situations that might arise regarding an allegation made by the young person against a foster child in placement, the WIR providers or against the young person. The WIR providers should clarify these arrangements by the time of the young person's 18th birthday

4 The WIR Allowance

- 4.1 The overall WIR Allowance (Using rates for 2016/17) will be: -

Standard Allowance –

Rent	Usually Housing Benefit	£95.00
Contribution to household Costs	Young Persons Payment	£20.00
The WIR Support Allowance	LA payment from shared budget. Funded from core budget and part supporting people grant	£70.00
TOTAL		£185.00

- 4.2 The WIR Allowance will generally apply to all 'WIR' arrangements which are in place to provide continuity and stability for the young person and will not usually be of a higher level. In exceptional circumstances, and with the authority of the Head of Service, consideration will be given to paying a higher rate allowance where the young person's support needs are significantly increased.

5 DWP and HMRC

- 5.1 In the majority of WIR arrangements the financial details will not impact on the WIR provider's benefits and/or Tax or National Insurance contributions. However, it can become very complex where it does. The WIR Provider will be encouraged to seek professional advice where this may be the case.

Appendix 1

When I am Ready

Excluded Licence

Agreement

Terms of the Excluded Licence

1. Introduction

1.1 This excluded licence agreement is between:

a) The **Licensor**:

(Throughout this Excluded Licence Agreement, the Excluded Licensor will be referred to as **'the Landlord'**).

And

b) The **Excluded Licensee**:

Full Name:

Date of Birth:

National Insurance Number:

(Throughout this Excluded Licence Agreement, the Excluded Licensee will be referred to as **"you"**).

This excluded licence concerns Premises at:

(Throughout this excluded licence agreement these Premises will be referred to as the **"the Premises"**).

1.2 **The Premises** is a Detached House

With:

The shared use of (Tick as appropriate)

Living room Dining Area Bathroom

Utility Room Kitchen Garden

This excluded licence begins on:

This excluded licence will be for a period of _____ months.

2. Occupation of the Premises

- 2.1 You have the right to live at the Premises for the length of the excluded licence as long as you keep to the terms of this agreement.
- 2.2 You are entitled to occupy the Premises from the start of this excluded licence agreement. A Signature form for the agreement is attached at the end of the agreement
- 2.3 You must use the Premises as your only home or your principal home. You will be expected to sleep overnight at the Premises a minimum of 4 nights every week.
- 2.4 The Premises is to be used for residential purposes only. You must not carry out any trade, business or profession from the Premises or allow any other person to carry out any trade, business or profession from the Premises unless written permission is received from the Landlord. The Landlord has the right to refuse permission or withdraw permission if it considers that the Premises are unsuitable or that the trade, business or profession could be a nuisance to neighbours. You must comply with Council planning controls and not do anything which would result in a material change of use of the Premises.
- 2.5 If you leave the Premises unoccupied for longer than 28 days, you should inform the Landlord. If you fail to notify the Landlord that you have left the Premises unoccupied for longer than 28 days, the Landlord will be entitled to treat the Premises as abandoned.
- 2.6 You must comply with the terms of this excluded licence and make sure that people visiting you, including children, comply with the terms of this excluded licence. If you do not, you will be liable for any breach of this excluded licence committed by them.
- 2.7 On taking up occupancy you will be provided with a key to the Premises. You will be required to complete a 'Key Acceptance Form' which is located at Appendix 1 at the end of this agreement You will be responsible for the safe keeping of the keys and if they are lost or mislaid you will be responsible for the cost of replacing them and/or the cost of changing any locks.

3. Housing costs and charges

3.1 Rent Charge and other charges

The amount of the Rent Charge and other charges is as follows (2016/17):

Rent Charge:	£95.00 per week
Household Costs:	£20.00 per week
Total Rent:	£115.00 per week

3.2 You must pay the household costs element weekly in advance on a day to be agreed with your landlord.

3.4 Increase/Decrease in Rent Charge

3.4.1 The Landlord may at any time increase or decrease the Rent Charge by giving you notice in writing of the increase or decrease.

3.4.2 Any notice will be given not less than four weeks before the revised Rent Charge is to take effect.

3.4.3 The present policy is that a notice increasing the Rent Charge will normally be given:

a) Following improvements to the Premises or their surroundings carried out by the Landlord.

3.5 Payment of arrears

If you fall into arrears with your Rent Charge, any payment made by you to the Landlord, not including HB payments, will be accepted by the Landlord to meet the following obligations in order of priority (unless you and the Landlord agree otherwise, in writing, and in advance of payment.)

- **Firstly**, to meet the Rent Charge,
- **Secondly**, as a credit to you against future payment obligations under this excluded licence.

3.6 Help with paying your charges

3.6.1 If you are claiming benefit and your circumstances change you should inform the local authority department dealing with your benefit claim as soon as practicable.

3.6.2 If not on UC, any HB, by prior arrangement, will be paid direct to the landlord.

3.6.3 Housing Benefit payments paid by the local authority will be accepted as payment for the charges and the periods as notified by the local authority, when making payment or later.

3.6.4 If on UC, Housing Element and paid to tenant, any overpayment would be recovered directly from ongoing UC award. If paid to landlord via APA the overpayment is still recovered from the tenants ongoing UC

4. The Landlord's responsibilities for repairs

4.1 The Landlord will keep in good repair the structure and exterior of the Premises.

- 4.2 The Landlord will keep in good repair and working order, installations provided by them at the Premises for the supply of water, gas, electricity, heating and sanitation.
- 4.3 The Landlord will repair, maintain and replace furniture and equipment owned by the Landlord and used at the Premises, except where damage is caused deliberately or by the negligence or improper use by you or anyone visiting you.
- 4.4 The Landlord may carry out improvements or alterations to the Premises.

5. Your Responsibility for Repairs

- 5.1 You must report any disrepair as soon as practicable to the Landlord.
- 5.2 You must keep the interior of the Premises clean and in good decorative condition.
- 5.3 At the end of the excluded licence, the Premises must be left clean and in good decorative condition.
- 5.4 You or your invited visitors must not cause damage to the Premises or the common areas. If you or your invited visitors cause damage to the Premises, either on purpose or through neglect, the Landlord may carry out any necessary repairs and hold you responsible for the costs. This includes repairs for which the Landlord would otherwise be responsible.
- 5.5 If damage has been deliberately or recklessly caused to the Premises and you or your invited visitors are not responsible, you should normally report this damage to the Police. If you are in doubt about whether or not an incident or damage to the Premises is sufficiently serious to be reported to the Police, you should seek the Landlord's guidance.

5.6 Improvements and Alterations

- 5.6.1 You must not make improvements and/or alterations to the Premises unless you first obtain the Landlord's written permission.
- 5.6.2 If you carry out an improvement and/or alteration without the Landlord written permission you must restore the Premises to its previous condition within 28 days of being requested to do so by the Landlord. If the Landlord is of the view that you cannot safely carry out the re-instatement of the Premises, it may carry out the work and hold you responsible for the costs.
- 5.6.3 If you replace any fixtures, installations or fittings you must leave these at the Premises at the end of the excluded licence, unless the Landlord gives you permission to take them with you.

5.6.4 If any fixtures, installations or fittings that have been removed or altered by you have to be re-instated or replaced the end of the excluded licence, you will be liable for the cost.

5.7 Living in Your Home

5.7.1 You are responsible for your own behaviour and the behaviour of your invited visitors, when they are on the Premises, on surrounding land, in common areas or in the locality of the Premises.

5.7.2 When visitors who have in the past visited you or your household at the Premises with your consent, return to the Premises when you are not there and breach the terms of this excluded licence agreement, it will be presumed that they are returning at your invitation unless you show that you took proper steps to discourage them from returning to the Premises.

5.8 Criminal Behaviour (including Controlled Drugs)

You or your invited visitors must not:

- allow the Premises to be used for immoral or illegal purposes including the use or possession of controlled drugs;
- be convicted of using the Premises for immoral or illegal purposes including the possession of controlled drugs at the Premises;
- be convicted of an arrestable offence committed in the locality of the Premises;
- be convicted of the supply or attempted supply of controlled drugs at or from the Premises;
- be convicted of possession of controlled drugs at the Premises with the intention of supplying those drugs to another person at or from the Premises.

5.9 Nuisance including Noise Nuisance

5.9.1 You or your invited visitors must not cause a noise which may be heard outside the Premises between the hours of 11.00 pm and 7.30 am.

5.9.2 In addition you and your invited visitors must not do anything which causes a nuisance to, or is likely to cause a nuisance to, any person living in or visiting the locality of the Premises. A nuisance may be a nuisance even when it is committed in the locality of the Premises.

Examples of nuisance include:

- excessive noise which can be heard outside the Premises at any time
- loud music
- rubbish dumping
- offensive behaviour

- intimidating behaviour
- threatening behaviour
- causing foul smells or effluent to enter another's Premises

(This list is not a list of all types of nuisance that might arise but if any of the listed acts take place it will be treated as a nuisance. It will be for the Landlord to decide if and what action will be taken as a result.)

5.10 Harassment

5.10.1 You or your invited visitors must not threaten, harass, pester or do anything likely to interfere with the peace and comfort of, or cause injury to, or offend:

- Any other resident living in the locality or visitors.
- Any person acting on behalf of the Landlord including independent contractors.
- Any person engaged in lawful activity in the locality of the Premises.

5.10.2 You will be in breach of if you threaten, harass, pester or does anything likely to interfere with the peace and comfort of, or cause injury to, or offend any of the persons mentioned above at the Premises, at any other location or over the telephone.

5.10.3 You will also be in breach of your licence agreement if your invited visitors threaten, harass, pester or do anything likely to interfere with the peace and comfort of, or cause injury to, or offend any of the persons mentioned above, at the Premises, at any other location or over the telephone, if they act with your encouragement or under your instruction.

Harassment includes harassment on grounds of:

- race
- gender
- sexual orientation
- religion
- skin colour
- disability

(This list is not a list of all types of harassment that might arise but if any of the listed acts take place it will be treated as harassment. It will be for the Landlord to decide if and what action will be taken as a result.)

5.11 Insurance

The Landlord will insure the structure of the Premises.

You are responsible and advised to take out contents insurance for your own personal belongings.

5.12 Use of Vehicles

- 5.12.1 You must not park your vehicle or vehicles or allow invited visitors' vehicles to be parked in such a way as to interfere with any other local resident's or their invited visitor's access to or exit from their property, including common entrance and exit routes.
- 5.12.2 You or your invited visitors must comply with any road markings in the locality concerning reserved parking for residents, disabled motorists or access for emergency vehicles.
- 5.12.3 Any vehicle parked in a communal parking area must be roadworthy, taxed and insured. You must produce proof of tax and insurance when requested to confirm this by the Landlord.
- 5.12.4 You must not carry out motor vehicle repairs at the Premises or in the locality of the Premises, or allow motor vehicle repairs to be carried out at the Premises or in the locality of the Premises, if this interferes with, or is likely to interfere with, the peace and comfort of other residents living in the locality, or causes damage to the Premises or common areas.
- 5.12.5 You are not allowed to park a vehicle of any description, other than an ordinary motor vehicle, at the Premises or on any common area, without Landlord's permission.

5.13 Pets

- 5.13.1 You must not keep any pets at the Premises unless you first obtain Landlord's written permission.
- 5.13.2 The Landlord will refuse you permission to keep a pet if it considers that the animal is not suitable to be housed or cannot be properly housed at the Premises or that it will cause a nuisance to others.
- 5.13.3 Animals owned by you or under your control will be treated as kept by you.
- 5.13.4 You must keep your pet under proper control at all times.
- 5.13.5 If a pet kept at the Premises causes a nuisance or is kept without the Landlord's permission, you must remove it within 28 days if the Landlord requests you to do so in writing.

5.14 External Areas

You must keep the external areas at the Premises clean, in good order and free from rubbish or other objects which might adversely affect the amenity of the locality.

5.15 Health and Safety

5.15.1 You must comply with the Health and Safety of the Premises and must not do anything which is likely to be a danger to you, other residents or neighbours.

5.15.2 You must not use alternative methods of cooking or heating in the Premises.

5.15.3 You must not bring onto the Premises or store at the Premises any materials that are explosive, inflammable, noxious, toxic or caustic.

5.16 Lodgers, Sub-Letting and Assignment

You must not take in lodgers, sublet the whole or part of the Premises or assign (give or sell) the excluded licence.

5.17 House Rules

You must comply with the Landlord's House Rules, which are outlined in the WIR Living Together Agreement. The House Rules may be amended via a consultation process between the Landlord and you.

Breaches of the House Rules will be breaches of this excluded licence.

6. Variation of this Agreement

Except for changes to the Rent Charge this excluded licence may only be varied with the written consent of both the Landlord and you.

7. Ending the Excluded Licence

7.1 How you may end this Excluded Licence

You may end this Excluded Licence by:

a) Giving notice to the Landlord

You may end the Excluded Licence by giving the Landlord notice in writing.

You must give the Landlord at least four weeks' notice that you wish to end the Excluded Licence.

OR

(b) Surrender ('giving up' your right to occupy the Premises)

You may only surrender the Excluded Licence with the Landlord's consent.

You must contact the Landlord stating that you want to surrender the Excluded Licence and obtain the Landlord's consent to surrender before taking any further action. You must agree a date for surrender with the Landlord (this date may be immediate if the Landlord agrees).

If you surrender the Excluded Licence with the Landlord's consent, you will have to return the keys on the day agreed for surrender and sign a Declaration of Surrender.

7.2 How the Landlord may end this Excluded Licence

7.2.1 If you abandon the Premises, the Landlord is entitled to end the excluded licence by serving Notice to Quit at the Premises.

7.2.2 The Landlord may also end the excluded licence by serving you with a written Notice to Quit specifying the reason why the Landlord wishes to end the licence.

7.2.3 The Landlord can serve you with Notice to Quit if:

- you breach any condition contained within this excluded licence, or
- the fixed term of this excluded licence has expired, or
- you no longer benefit from the support offered by the Landlord.

7.2.4 A Notice to Quit or any other written notice will be validly served if it is served on you personally, is posted through the letterbox at the Premises, is fixed to an external door of the Premises or is served using any other method recognised by law.

7.2.5 The Landlord will usually give 4 week's notice to terminate your excluded licence agreement but in serious circumstances the period of the Notice to Quit may be reduced.

7.3 Immediate Eviction

7.3.1 You may be immediately evicted in the event of serious breaches of this excluded licence agreement, including but not limited to the following examples:

- Serious violent or threatening behaviour which causes nuisance or annoyance to other's
- Malicious damage to the Premises or its contents
- Where you are arrested for serious illegal or criminal behaviour

7.3.2 In the event of immediate eviction you still have the right of appeal, but may still be excluded from the project while this is considered

7.4 Temporary Exclusion

- 7.4.1 Under the terms of this Excluded licence agreement you may be excluded temporarily from the Premises while an opportunity is given to resolve serious issues and serious breaches.
- 7.4.2 These circumstances may include serious nuisance, violence, harassment, damage to the Premises or its contents, or suspected illegal action. Further examples may be given in the House Rules.
- 7.4.3 In the event of temporary exclusion you have the right to appeal, but may still be excluded from the Premises while this is considered.

7.5 Alternative Accommodation

The Landlord may assist you to find alternative accommodation as far as practicable.

7.6 Moving Out

- 7.6.1 When you move out, you must return the keys of the Premises to the Landlord.
- 7.6.2 The Premises, together with any fixtures and fittings, should be left in a clean condition and in good decorative order when you leave. If you fail to comply with this requirement, the Landlord will be entitled to recover from you the costs of putting the Premises into a habitable condition.
- 7.6.3 You must remove all your property from the Premises when you leave.
- 7.6.4 The Landlord will be entitled to dispose of any property left at the Premises after you leave and as soon as it becomes entitled to possession. The Landlord does not have to consult you before disposing of property left at the Premises. The Landlord will be entitled to recover from you the costs of disposing of property not belonging to the Landlord and left at the Premises.
- 7.6.5 The Landlord cannot store property left at the Premises. By leaving property at the Premises when you leave, or when your entitlement to occupy the Premises - comes to an end, you accept that the Landlord is entitled to dispose of the property and recover the costs from you. The Landlord is entitled to presume that any property left at the Premises when you leave, or when your entitlement to occupy the Premises comes to an end, is yours and that you do not wish to keep it.

Excluded Licence Agreement Signature Form

I understand and agree to all the terms of this Excluded Licence Agreement

Signed (Excluded Licensee):

Print Name:

Date (in full):

Signed (Landlord):

Print Name:

Date (In full):

Appendix 2 Key Acceptance Form

Name: _____

Address: _____

1. I acknowledge receipt of the following:

Key to Main Building

Key to Room Door

2. I understand that if I lose any of these keys I will be charged for a replacement.

3. I also understand that these keys remain the property of the Landlord and must be given back when I leave the Premises.

Licensee's signature: _____

Date: _____