

Key Deposit

Please read this form carefully, complete the sections below, and sign to confirm your acceptance to the terms.

Owner Name: Village of Corrales

Address: 4324 Corrales Road, Corrales, NM 87048

Telephone: 897-0502

Corrales Community Center Key _____

Applicant Name:

(PRINT Name of person responsible for key and name of Organization -
Any deposit returned will be to the Applicant name on this Key Deposit)

Address:

Telephone:

email Address:

This Key Deposit Form, hereby states:

- **The Village of Corrales has received a deposit of \$50.00 in exchange for each set of keys for the Property mentioned above (refundable within 30 days on return of key).**

I acknowledge receipt of the key(s) and promise to return the keys promptly when my rental agreement expires or terminated or have been expressly asked to do so. I understand my \$50.00 deposit will be returned in full upon the Village's keys being returned in person to the Village of Corrales.

I FURTHER AGREE & ACCEPT THE FOLLOWING:
(initial each statement)

☐ **I accept:** I am not allowed to mail the keys to the Village's address for security reasons.

☐ **I accept:** I am not allowed to write the Village's address or telephone number on the keys or on a key ring holding the keys (or on any item near which the keys will be kept) for security reasons.

☐ **I accept:** failure to return the keys when asked by the Staff **WILL RESULT IN THE LOSS OF MY DEPOSIT.**

☐ **I accept:** failure to return the keys (or loss of the keys) will make me personally liable for the cost of replacement keys and/or locks AND loss of the \$50.00 deposit.

☐ **I accept:** the key must be presented at the time of payment for the each new reservation time period.

☐ **I accept:** any time the person responsible for the key changes the Village **SHALL** be notified. The deposit will only be returned to the individual named on the Key Deposit application.

Applicant's Signature
Dated

Village of Corrales Representative Signature
Dated