

# ***SWANSEA HOUSING AUTHORITY***

## **Key Distribution Policy**

Based on sound business sense and past practice, the Swansea Housing Authority will distribute to each new tenant upon signing of lease:

1. Two apartment keys;
2. One outside door key, and,
3. One mailbox key.

Keys cannot be duplicated as they are security keys. If a tenant loses any of the above mentioned keys, a fee may be charged for duplication (to be done by housing staff).

Management may make certain exceptions in specific cases, i.e. need based on medical necessity, not to exceed one additional house key.

Requests for additional key must be made in writing and specify who is getting the extra key.

ADOPTED BY BOARD:  
May 10, 2016