



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Building Safety Division*

### **Landlord Key Tracking Tips**

- Keys should be stored on a key control board in a locked closet out of reach of the public with access only available to key personnel.
- Any person who is given a master key should sign it out and have his or her ID photocopied. This person should be given a letter stating they are held responsible for the use of this key. Key personnel should initial document when key is returned.
- Tenants should receive 2 keys and are expected to return both at time of exit.
- It should be noted that keys stamped "do not duplicate" generally does not work as a security measure. Hardware stores will cut these keys without inquiry.
- Property owners should investigate lock-changing solutions. One such system allows landlords to simply change out the tumbler by inserting a master control key into the door. The price of these systems is reasonable and it only takes a few seconds to complete. A locksmith is not required. This is one example of a lock changing solution. Information on this system is available at [LandlordLocks.com](http://LandlordLocks.com).

