



Michael B. Schneider
CHIEF OF POLICE

DEPARTMENT OF POLICE

BOROUGH OF ALLENHURST

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Residential Key Holding Request Form

The Allenhurst Police Department provides many services to our residents. One of these services is key holding. When requested, we will hold a spare key to your residence for emergency and convenience purposes.

The key will only be used by the Police Department for emergency services purposes such as Police, Fire and EMS calls where the house is either unoccupied or when the residents of the home cannot be contacted by practical means during said emergent conditions or by the resident's request.

The resident, family members, or a party acting upon the resident's behalf will be able to access the key by coming to headquarters, producing adequate identification and signing the key out. Keys will not be provided to third parties unless the resident contacts headquarters prior to the third party arriving at headquarters and only provided that the caller's identity requesting the key release can be verified.

Upon signing a key out, it will be returned within 6 hours for tracking purposes. The Allenhurst Police Department will not be held responsible for any misuse of the key once it has been signed out by an authorized party or for unreturned keys.

By completing and signing this form, you are indicating that you agree to the aforementioned terms.

I, _____ (print name), Property Owner of

Allenhurst Street Address: _____

agree to the above mentioned terms and request the Allenhurst Police Department to hold a key to my home and agree to provide my personal contact information via completing a Residential & Commercial Emergency Information Sheet.

Resident's Signature: _____ Date: ____/____/____

Internal use only

Key # _____