



CONCORD TOWNSHIP FIRE DEPARTMENT



Residential Key box Loaner Program Application and Release of Liability

Concord Township Fire Department (CTFD) has established a residential key box loaner program for residents of Concord Township who may be ill, disabled, or incapacitated, for example, and who usually do not have someone within their residence that can let emergency rescuers in. The key box program involves the installation of a rapid access system (key box) for use by emergency workers to gain entrance to a residence. This is a courtesy service provided by CTFD and does not guarantee access to or permanent availability of this program. This program is NOT for commercial use.

By accepting a residential loaner key box, all parties, on behalf of the Resident Occupant, (the person whom the key box is requested for), the Resident Occupant, landlords, rental agencies, etc. shall hold harmless the CTFD, their agents and their authorized agents from any liability due to items such as, but not limited to, any property damage, inaccessibility to key box, inability to use key box, wrong key placed in key box, removal of key box, not using key box or any other cause that prevent use of key box or the access door.

Terms for use of loaner key box:

1. Application form shall be completed and submitted.
2. Key boxes are and shall remain the property of Concord Twp Fire Department.
3. Key boxes from other communities cannot be used in Concord Township.
4. Due to limited availability, requests for key boxes may be delayed or denied based on need as determined by the Concord Twp Fire Department.
5. A \$30.00 annual rental fee will be invoiced to the Responsible Party.
6. A key(s) shall be provided for the entry door(s) which will be placed in the key box by CTFD.
7. Agreed upon entry door and its key shall be accessible at all times. Storm doors shall NOT be locked and the key box may only be moved or removed by CTFD.
8. If a resident changes a lock, new keys shall be brought to the fire departments attention so the new key can be placed into the key box
9. Current contact lists shall be maintained and the fire department notified of any changes.
10. The fire/police departments shall be granted the right of entry to the property and premises at all times needed to answer alarms, requests for assistance, welfare checks, maintenance of key box and any other cause that may require use of the key box.
11. When the key box is no longer needed, the responsible party shall notify the fire department so that keys may be returned and the key box returned to the fire department.
12. The fire department reserves the right to retrieve its key box at anytime. All attempts to notify a responsible party will be made if this were to occur.

Applicant: Please keep this page for your records

Return completed application form only to the Concord Twp Fire Department



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APPLICATION FOR LOANER RESIDENTIAL KEYBOX

Name of Resident Occupant: _____

Address: _____

City/Township: _____ State: _____ Zip: _____

Home Phone: _____ Secondary Phone: _____

Reason Key box needed: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Secondary Phone: _____

Other Emergency Contacts:

Name: _____ Contact #: _____ E-Mail _____

Name: _____ Contact #: _____ E-Mail _____

Name: _____ Contact #: _____ E-Mail _____

I/We, (print name) _____, hereby apply for a Loaner Residential Keybox from the Concord Township Fire Department and accept, and will comply with, the Release of Liability and Terms of Use for this item.

Signature: _____ Date: _____

Office Use:

Approval Date: _____ Key box #: _____

Date installed: _____ Date returned: _____

Box location: _____

Installers: _____