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
APPLICATION FOR LOANER RESIDENTIAL KEYBOX

Name of Resident Occupant: _____________________________________________________________

Address: _____________________________________________________________________________

City/Township: __________________________________ State: ____________ Zip: _______________

Home Phone: ______________________________ Secondary Phone: ____________________________

Reason Key box needed: __________________________________________________________________

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Responsible Party: _____________________________________________________________________

Address: _____________________________________________________________________________

City: __________________________________________ State: ______________ Zip: ______________

Home Phone: _______________________________ Secondary Phone: ___________________________

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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: _______________________________

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Office Use:

Approval Date: ______________________________  Key box #: _____________________________

Date installed: ______________________________  Date returned: ___________________________

Box location: _________________________________

Installers: __________________________________   _________________________________________