



## EQUIPMENT AND SUPPLIES AGREEMENT

Employee Name	Community
Date of Hire	

The following items were issued to the above employee:

KEYS AND ACCESS CARDS	QTY. ISSUED	DATE ISSUED	DATE RTRND
Office			
Maintenance Shop			
Pool House			
Maintenance Storage			
Bike Storage			
Key box			
Fire Alarms			
Sprinkler Rooms			
Elevators			
Mechanical Closets			
Access Gates			
Trash Compactor			
Key Trac Card			
Other			
Other			
Other			
Other			

	NUMBER	ISSUED	RTRND
Laptop/tablet			
Two way radio			
Gate Pass code			
Alarm Pass Code			
Other			

	QTY. ISSUED	DATE ISSUED	DATE RTRND
Uniforms			
I.D. Badges			

I understand that the above items are the Company's property and I must return them upon request or termination of employment. I am responsible for these items while in my possession.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date