

## APPLICATION &amp; AUTHORISATION

## Replacement Key Request

Please complete this form and return it to Casavia. A replacement key may only be ordered after written verification and countersignature by Casavia.

### Applicant

Full name

Property / unit

Telephone

Email

Legal status

☐

Owner

☐

Usufructuary

☐

Tenant

### Key details

Key number / security card

Quantity required

Locking system / manufacturer, if known

### Type of key

☐

Main entrance

☐

Apartment

☐

Cellar / ancillary room

☐

Letterbox

☐

Garage

☐

Other key

Additional information

### Declaration and assumption of costs

I confirm that the information provided is correct and acknowledge that an order may only be placed after written verification and countersignature by Casavia. I am responsible for selecting and commissioning the locksmith and shall bear all related costs.

Place, date

Applicant signature

Please return both completed pages to Casavia. The confirmation on page 2 is completed exclusively by Casavia.

## VERIFICATION &amp; COUNTERSIGNATURE

## Authorisation Confirmation

This section is completed exclusively by Casavia and applies only to the request on page 1.

### Legal basis for verification

Owners generally have the right of disposition unless their authority has been effectively restricted. Depending on the land register, agreement and scope of the right, usufructuaries may exercise rights of use and management. Supporting evidence must therefore be reviewed in each individual case.

Casavia does not issue independent approval to tenants. The application and consent must be provided by the owner or by a usufructuary with documented management authority. Powers of attorney and differing contractual arrangements must also be considered.

Documents reviewed / proof of authorisation

### Decision by Casavia

☐ Authorisation verified and replacement order approved

☐ Not approved

Approved key number

Approved quantity

Conditions / technical notes

Place, date

Casavia signature / company stamp

### Notice for the locksmith

By countersigning, Casavia confirms only the verified authorisation for the replacement order described above. The confirmed person may present this form to a suitable locksmith of their choice and have the key made at their own expense.

This confirmation does not replace a security card, manufacturer approval or any other technical requirement. The locksmith remains responsible for determining whether duplication is technically and legally permissible on the basis of the documents presented.