

Authorisation Letter for Key Collection on Behalf of Tenant

Dear Inndeavor,

I, _____ [Full Name], currently residing at
_____ [Address], contract move
in date _____ [Date]. hereby authorise my representative to collect the keys to
my rental property on my behalf.

Due to

[Reason for inability to collect keys personally, e.g., work commitments, travel], I am unable to
collect the keys personally. I trust authorised person to act on my behalf in this matter.

Please find below the details of the authorised person:

Full Name: _____

Relationship to Tenant: _____

Contact Number: _____

Identification Type: _____

Identification Number: _____

I understand that authorized person will be required to present a valid form of identification at
the time of key collection. I also acknowledge that Inndeavor may record the details of the
authorised person for security and documentation purposes.

I appreciate your cooperation and assistance in this matter. If you require any further
information or clarification, please do not hesitate to contact me at contact number and email.

Thank you for your attention to this request.

Sincerely,

Tenant's Full Name _____

Tenant's Signature _____

Tenant's Contact Number _____

Tenant's Email Address _____

Copy of Tenant's Identification for verification purposes