

**Registration Form**

**1. Management Company:**

KeyCom SA  
Route de Neuchâtel 7  
3238 Gals  
Tel. 0844 844 012  
E-mail: [info@keycom.ch](mailto:info@keycom.ch)

**2. Name / address of key user:**

Date of birth: \_\_\_\_\_ Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Entry date to the apartment: \_\_\_\_\_ Use of laundry room no: \_\_\_\_\_

Language: German  French  Italian  English

**3. DEPOSIT:**

The first payment of CHF 80.00 is comprised as follows:

- CHF 20.00 key deposit
- CHF 30.00 washing reserve
- CHF 30.00 credit for the first washing/drying cycles

**4. ACTIVATION OF THE WASHING RESERVE:**

If the balance is insufficient due to an outstanding/forgotten payment by the key user, the system automatically calls up the reserve and states the remaining balance.

Upon receipt of the next payment (within 3 days from the payment date) the balance will be automatically updated.

If the reserve is also used up the key is blocked. The cost for unblocking the key is CHF 5.00 and is automatically deducted with the next payment.

**5. RECHARGING CREDIT ON THE ELECTRONIC KEY:**

We hereby inform you of our three different payment methods:

- 1) The most secure method is the direct debit (DD -> LSV) procedure for which you complete, sign and return one of the two attached forms. As soon as your account needs to be recharged, our IT system will automatically transfer CHF 30.00 from your postal or bank account to your key.
- 2) Use of e-banking. We request that you always use the account information and the reference number on our payment slip.
- 3) Payment using the payment slip at the post office counter. This payment method incurs costs. We hereby inform you that from January 2018 if you use this payment method we will debit your account by CHF 2.00 for every such payment to cover post office charges. If you still want to use this payment method, you will find a number of payment slips in the attachment. These are not suitable for other purposes and are only to be used for recharging the credit on your key.

**6. USAGE:**

The key user will comply with the building rules and with the specified washing days and hours. The prices for the washing and drying cycles are specified by the building management company.

**7. CANCELLATION AND REIMBURSEMENT:**

If there is a change of address it is important that the user informs KeyCom accordingly. Usage can be cancelled at any time with a registered letter. KeyCom AG will then reimburse the washing reserve and the credit as soon as the key is returned.

If the system is not used for 9 months, KeyCom will contact the user in writing to propose the cancellation of the contract. The available credit will be reimbursed less a deduction of CHF 25.00 for handling costs. If KeyCom does not receive a response from the user within three months, the account will be deleted.

Bank data (IBAN) or postal account: .....

Location,..... Date..... Signature of the key user.....

**THIS FORM MUST AS MANDATORY BE RETURNED TO THE  
COMPANY KEYCOM AG**