Move-in access handover

Keep access changes separate from door repairs.

Use roles or initials; mark unused rows "not applicable". Do not enter an address, access code, password, key number, fob ID or device identifier. Keep this sheet private. Keep detailed device records and credentials separately and securely.

Privately confirm who should keep access. Check what you may change with the landlord or building manager where applicable. Use the appropriate locksmith, garage-door provider or manufacturer's official process.

Device or category	Responsible role / initials	Next action or "unknown"	Review date
Door keys / exterior locks			
Garage remotes / keypad access			
Smart locks / owner account			
Cameras / doorbell / invited users			
Alarm / monitoring contacts			
Building fobs / shared access			
Other / temporary access			

Separate repair or operating question

A sticking or non-latching door needs a repair review before fortification. Keep household exit access usable while changes or repairs are arranged.

Blank planning sheet: it does not change permissions or certify that a door is secure.

CMHC rental questions Ring ownership Toronto Fire planning

Guide and sources: clearguard.ca/blog/condo-to-home-transition