

**Falmouth Housing Authority**  
*Key Policy*

Harborview and Tatakiet Kitchens

- The President of the Tenant Association at each building will have the option to hold/manage a key for the kitchen at their building. In the absence of a Tenant Association, or if the President does not want the responsibility of holding a key, the key(s) may be signed out at the Falmouth Housing Authority office by any resident.

Master Keys

- Master keys for every FHA complex and unit shall only be issued to members of the Maintenance Department and the Executive Director. No other staff member or Board of Commissioner shall have master keys.

*Approved by Falmouth Housing Authority Board of Commissioners, April 11, 2017.*