

Preferred Kwikset SmartKey Homeowner Key Policy

1



Prior to the walk, Builder Representative should obtain the homeowner keys from the sales office and have them with you when the homeowner arrives.

2



At the end of the delivery, walk the homeowner through the re-key process, and re-key the lock to work with the homeowner key. You will need the builder key, the homeowner key and the Kwikset SmartKey tool.



Following the delivery presentation, return the keys to the Sales
Representative so they may present them to the homeowner when the house has officially closed.

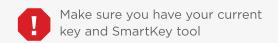


Notes: Do not leave any locks keyed to the builder key. If the homeowner wants you to have access they will need to make arrangements to leave one of their keys with sales for you to access as needed. Taking a homeowner key is not encouraged, but if the situation calls for that please use your best judgment. Homeowner keys should be returned to the homeowner as soon as your access needs are met. If the homeowner has any questions about the Kwikset SmartKey system, please refer them to the Kwikset website:

http://www.kwikset.com/Customer-Support/How-To-Center.aspx http://www.kwikset.com/smartkey-security



How SmartKey[™] works:





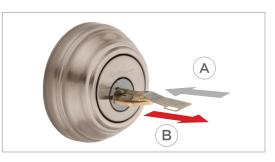


Tool









- 2 A Insert the SmartKey tool fully and firmly into the SmartKey hole.
 - **B** Remove the SmartKey tool and the current key.



- Fully insert your new key into the lock, and rotate it 180°.
 - B Rotate the new key 90° back to the starting position, and remove it. Your lock is now re-keyed to your new key, and your old key will no longer operate the lock.