

KEY RETURN

NOTE: THIS FORM MUST BE SIGNED AND RETURNED AT THE TIME YOU SURRENDER THE KEYS. DO NOT SIGN THIS FORM OR RETURN THE KEYS UNTIL EVERYTHING OWNED BY YOU AND OTHER OCCUPANTS IS OUT OF THE PROPERTY.

Tenants: _____

Property: _____ Unit _____

I (We) hereby return and surrender all keys that I (we) have to the above property. Furthermore, I (we) hereby verify that we have completely vacated the above premises and that nothing of value remains.

In the event, the owner of the above property or Bartlein & Company, Inc. should find any clothing, furniture, or other items of personal property in or about the above premises, I (we) hereby certify that it has no value and may be discarded, sold, or destroyed. In any event, I (we) hereby waive all claims against the owner of the above property or Bartlein & Company, Inc. for the recovery of the above described items and hereby waive any and all claim for the proceeds of sale of the above items.

Signed and dated this _____ day of _____, 20____.

_____ Tenant _____ Tenant
_____ Tenant _____ Tenant

REFUNDS OF DEPOSITS, IF ANY, SHOULD BE MAILED TO THE FOLLOWING ADDRESS:

Street: _____ Apt# _____

City: _____ State _____

Zip Code _____ New Phone# _____

KEYS RETURNED: _____ Door Knob _____ Dead Bolt _____ Laundry Room _____ Pool
_____ Mail Box _____ Storage _____ Garage _____ Garage Door Opener _____ Other

(For Bartlein & Company Use Only)

Date Received: ___/___/___ Time Received: ___:___ AM PM Initials: _____

