



**Key Check out & Key Return Sheet**

**Move In**

Date: \_\_\_\_\_ Property Address \_\_\_\_\_

**All Keys Given:**

Door Keys \_\_\_\_\_ Common Keys \_\_\_\_\_ Garage Clicker(s) \_\_\_\_\_

Parking Pass/Fabs \_\_\_\_\_

Resident Signature \_\_\_\_\_

**Move Out**

I/WE \_\_\_\_\_ hereby agree to vacate the premises which we now are renting located at \_\_\_\_\_ on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

**Have you returned the following items to Management?**

All Keys \_\_\_\_\_ Common Keys \_\_\_\_\_ Garage Clicker(s) \_\_\_\_\_

Parking Pass/Fabs \_\_\_\_\_

Is Property Cleaned \_\_\_\_\_ Utilities Turned off \_\_\_\_\_

Carpet Cleaned/Attached Receipt \_\_\_\_\_ Pest Spray \_\_\_\_\_

**I/WE agree that any abandoned property that is left behind after the above date may be disposed of by Management without notice and I/WE agree to hold Management, the owners of the premises and any agents or employees harmless for such abandoned property. I/WE agree that this document and our vacating shall have no effect upon any financial obligations unless otherwise agreed to in writing by Management.**

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ MANAGEMENT SIGNATURE