



remco
east
inc.

REAL ESTATE MANAGEMENT

Key Return Form

In accordance with the provisions of our lease, we are required to give a thirty (30) day written notice before move-out. I have submitted my "30-Day Notice" form and understand that I must be out of the apartment on the date promised or contact the leasing office to make other arrangements.

I understand that all keys (including mailbox keys) to the unit must be returned to the office of Remco East Inc. or I will be charged for all locks to be re-keyed. By signing and submitting this form, I acknowledge that I am returning ALL keys to the unit to the office of Remco East Inc.

Tenant Name(s): _____

Address of Keys Being Returned: _____

Total Number of Keys Being Returned: _____

Phone Number:

Home: _____

Work: _____

Cell: _____

Forwarding Address: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____