



## Tenant Key Return and Surrender of Property Form

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

Tenant(s) Name: \_\_\_\_\_

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

Please list **the number of keys** that you are returning for each item below:

\_\_\_\_\_ Front Door

\_\_\_\_\_ Back Door

\_\_\_\_\_ Side Door

\_\_\_\_\_ Basement

\_\_\_\_\_ Garage Door Opener

\_\_\_\_\_ Mail Box

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

(please specify type)

I (We) hereby surrender possession and all the keys that I (we) have to the above property to The Grandin Agency. I (we) surrender all rights to the property and verify that I (we) have completely vacated the above premises and that nothing of value remains and The Grandin Agency may move forward with inspection.

In the event The Grandin Agency 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 and understand charges for removal. Signature of this release and the return of keys does not release tenant from liability regarding rent or damages to the property.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_