

Tuscan Sun Property Management

KEY RETURN

Date Keys Turned In : _____ Time: _____

Property Address: _____

Tenant(s) Name: _____

Number of keys returned: Front Door: _____ Storage: _____ Mail: _____ Garage
Remotes: _____ Other: _____

Did you have carpets cleaned by a professional? **YES / NO** Receipt **YES / NO**

Company Name: _____

FORWARDING ADDRESS/INFO

Address: _____

Phone: _____ Email: _____

Additional Notes: _____

We have 21 days to process and mail your deposit (from the day that keys are turned in or your lease termination date whichever is later). It is our goal to process your move out and mail your deposit to you as soon as possible for your convenience.

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Owner Rep: _____ Date: _____

Office Use: Attached Property Data _____ Email Office of Vacancy _____