WESTSIDE VILLAGE
apartments

Office Use Only
Date Received: _____
Staff Name: _____

RECEIPT OF KEYS

DATE: _____

UNIT ADDRESS: _____

YOUR NAME: _____

TENANTS RETURNING KEYS: _____

_____

_____

KEYS RETURNED

ENTRY: _____ Qty.

MAIL: _____ Qty.

TOTAL ENTRY/MAIL KEYS RETURNED: _____ Qty.

BEDROOM A/1: _____ Qty.

BEDROOM B/2: _____ Qty.

BEDROOM C/3: _____ Qty.

BEDROOM D/4: _____ Qty.

BEDROOM E/5: _____ Qty.

BEDROOM F/6: _____ Qty.

BEDROOM G/7: _____ Qty.

BEDROOM H/8: _____ Qty.

BEDROOM I/9: _____ Qty.

BEDROOM J/10: _____ Qty.

TOTAL BEDROOM KEYS RETURNED: _____ Qty.

CARPET RECEIPT TURNED IN? ☐ YES ☐ NO

SECURITY DEPOSIT RETURN FORM TURNED IN? ☐ YES ☐ NO

I / We understand:

1. Surrender of possession of the leased premised by delivering the keys to Westside Village is NOT considered by the landlord to be termination of our duty to pay rent under the lease agreement.
2. I/we remain liable for the faithful performance of all the lease terms and conditions until the lease termination date.

(Tenant Signature(s) & Date)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____