

Tenant Key Return Receipt

This form acknowledges that the tenant has returned the keys for the rental property listed below to the landlord or property manager.

Property & Tenant Details

Rental Property Address:	<input type="text" value="Street Address, Apt/Suite, City, State, Zip"/>		
Tenant Name(s):	<input type="text"/>		
Forwarding Address:	<input type="text" value="Street Address, Apt/Suite, City, State, Zip"/>		
Tenant Phone:	<input type="text"/>	Tenant Email:	<input type="text"/>

Key Return Inventory

Please specify the quantity of each type of key or access device returned:

Front/Back Door Keys:	<input type="text" value="Quantity"/>	Mailbox Keys:	<input type="text" value="Quantity"/>
Garage Door Openers:	<input type="text" value="Quantity"/>	Laundry/Common Area Keys:	<input type="text" value="Quantity"/>
Gate/Fob Access Cards:	<input type="text" value="Quantity"/>	Other Keys:	<input type="text" value="Quantity"/>
Description of "Other" Keys:	<input type="text"/>		

Receipt Details

Date Keys Returned:	<input type="text" value="MM/DD/YYYY"/>	Time Keys Returned:	<input type="text" value="HH:MM AM/PM"/>
Keys Received By (Name):	<input type="text"/>	Company/Title:	<input type="text"/>

Acknowledgment & Signatures

By signing below, the Tenant confirms they have surrendered all keys and access devices to the rental property, and the Landlord/Property Manager acknowledges receipt of the items listed above.

Tenant Signature:	_____	Date:	<input type="text" value="MM/DD/YYYY"/>
Landlord/Agent Signature:	_____	Date:	<input type="text" value="MM/DD/YYYY"/>

Note: Keep a copy of this signed receipt for your personal records.