

Tenant Key Return Receipt

This document serves as official acknowledgment that the tenant(s) named below have returned the keys for the specified rental property to the landlord or authorized agent.

1. Property & Tenant Information

Tenant Name(s):

Rental Property Address:

Unit/Apartment Number:

Tenant Forwarding Address:

Tenant Phone Number:

2. Key Return Details

Please specify the quantity of each type of key returned:

Front Door/Entry Keys (Qty):

Mailbox Keys (Qty):

Electronic Fobs/Access Cards (Qty):

Garage Door Openers/Remotes (Qty):

Other Keys (Specify Type and Qty):

3. Acknowledgment & Signatures

By signing below, the Landlord/Agent acknowledges receipt of the keys listed above, and the Tenant acknowledges that they have surrendered possession of the property.

Date Keys Returned:

Keys Received By (Name):

Tenant Signature: _____ Date:

Landlord/Agent Signature: _____ Date: