

Russell Property Management

106 Regency Blvd.
Greenville, NC 27834
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Phone (252) 329-7368
Fax (252) 355-9641
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Key Return Form

In accordance with the provisions of our lease, we are required to give a thirty (30) day written notice before moving. I have submitted a "Notice to Vacate" form and understand that I must be out of the apartment/leased property on or before the date promised.

I understand that all keys (including mailbox keys) to the unit must be returned to the office of Russell Property Management or I will be charged for all re-keys and locks, and or additional rent. By submitting this form, I acknowledge that I am returning all keys to the office of Russell Property Management.

All keys must be LABELED with address/unit number of Russell Property Management may charge you for all re-keys and locks. Please ATTACH the labeled keys to this form or PLACE KEYS ALONG WITH THIS FORM in a labeled envelope and return to Russell Property Management.

Tenant Name (s): _____

Address of Keys Being Returned: _____

Total Number of Keys Being Returned: _____

Phone Numbers:

	Tenant 1:		Tenant 2:
(Home)	_____	(Home)	_____
(Work)	_____	(Work)	_____
(Cell)	_____	(Cell)	_____

	Tenant 1:		Tenant 2:
Forwarding Address:	_____	Forwarding Address:	_____
	_____		_____
	_____		_____

Signature: _____ Date: _____

Signature: _____ Date: _____