

## NOTICE OF RECEIPT OF KEYS

NAME OF PROPERTY: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

APARTMENT ADDRESS: \_\_\_\_\_

I/We have received the following keys for Apt. #: \_\_\_\_\_

DOOR: \_\_\_\_\_

MAILBOX: \_\_\_\_\_

If keys are not turned in at time of move-out, there will be a \$10.00 replacement charge.

If management has to make replacement keys because of lost of keys, there will be a \$10.00 replacement charge.

If management has to replace or repair door handles or dead bolts due to tenant abuse, there will be a \$40.00 replacement charge.

DATE: \_\_\_\_\_

TENANT: \_\_\_\_\_

MANAGER: \_\_\_\_\_