

# Keystone Property Management

308 SE Greenville Blvd. Suite B-2  
Greenville, NC 27858  
Ph: 252-355-8884 | Fax: 252-353-4314

## 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 Keystone 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 Keystone Property Management.

**All keys must be LABELED with address/unit number or Keystone 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 Keystone Property Management.**

Tenant Name(s) (please print): \_\_\_\_\_

Address of Keys Being Returned: \_\_\_\_\_

Total Number of Keys Being Returned: \_\_\_\_\_

Phone Numbers: (Work) \_\_\_\_\_

(Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_