

Key Envelope

Name: _____

Address: _____

Bedroom #: _____

Keys should be left in the bedroom. Tenants may lock bedroom door with the keys and this envelope inside.

Keys may also be placed in the office drop box or mailed to the office. Keys sent to the office must arrive at least **twenty-four hours before** the move-out appointment to receive credit. Mailed keys must be secured to cardboard to insure delivery.

No credit will be given for keys returned after the walk-through appointment. Replacement keys are \$10 each.

Please send my deposit sent to:

Key Type:	# in envelope
Deadbolt	_____
Bedroom	_____
Mailbox	_____
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Total	_____

PERSONAL PROPERTY LEFT BY TENANT:

Unless the Tenant completes a storage agreement all items left by Tenant will be disposed of by Castle Property and billed to the Tenant. Copies of the storage agreement are found on castleproperty.com and available at the move-out.

___ Tenant has completed a storage agreement. CP will store the listed items at Tenant's expense.

Tenant Signature: _____