



Receipt of Property Keys & Codes

Tenant Name: _____

Property Address: _____

I hereby acknowledge that I have received the following:

Key (Front Door) _____

Gate Code: _____

Garage Key/Remote _____

Alarm Code _____

Key - Mail _____

Key / Fob / Card - pool _____

MISC _____

Designated Parking _____

By signing below, I understand that per my rental agreement **I AM RESPONSIBLE FOR RETURNING ALL KEYS TO THE PREMIER PROPERTY MANAGEMENT OFFICE FROM WHICH THEY HAVE BEEN OBTAINED.** I further acknowledge that EACH key not returned to Premier Property Management upon checkout will be subject to a \$60 fee per item and will be deducted directly from my security deposit on file. ***IF YOU HAVE REMOVED THE KEY IN THE LOCKBOX FOR ANY REASON DURING YOUR STAY, YOU MUST REPLACE IT IN THE LOCKBOX BEFORE YOU DEPART.** Keys not replaced in the lockbox upon your departure will be subject to a \$60.00 deduction from your security deposit on file.

Tenant Signature - Check In

Date

Tenant Signature - Check Out

Date