

KEY TURN IN DIRECTIONS

- On the day of move out keys must be turned in with this form to the management office front desk at 6621 E. P.C.H. Ste. 140 Long Beach, CA 90803.
- If your move out date is on a weekend or holiday this notice and the keys may be left in the silver drop box downstairs near back right entrance engraved with "A Better Property Management" on it.

KEYS CANNOT BE LEFT IN THE UNIT

A FORWARDING ADDRESS IS REQUIRED IN ORDER FOR US TO GIVE YOU YOUR SECURITY DEPOSIT (OR PORTION OF) BACK.

DATE KEYS TURNED IN _____

Tenant Name(s) _____

Address _____

Cell # _____ Work# _____

FORWARDING ADDRESS:

WE **DO NOT** MAIL CHECKS WITHOUT A FORWARDING ADDRESS

OF KEYS TURNED IN:

UNIT _____ GATE _____ MAIL _____ LAUNDRY _____
GARAGE DOOR OPENER # _____

***RENT WILL BE CHARGED PER DAY UNTIL ALL KEYS ARE TURNED IN!**

Did you have a garage? YES or NO GARAGE # _____

Did you leave anything in your unit/garage? YES or NO

What did you leave? _____

Do we have permission to throw these things away? YES or NO

If you had any cleaning or repairs done by our vendors, please attach receipt with this form.

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

OFFICE USE ONLY

RECEIVED BY _____ DATE _____ TIME _____

A BETTER PROPERTY MANAGEMENT CO, INC

info@abetterproperty.com

www.abetterproperty.com