

MOVE OUT FORM / FORWARDING ADDRESS

Security Deposit Refunds or Statement of Accounts will be mailed within 30 days to the rental address where the tenant(s) were residing from the key received date, unless a written forwarding address is given to Landmark Real Estate Management prior to move-out.

All keys, locks, garage door openers and mailbox keys must be returned by 5:00 pm on the day of lease expiration.

Name of Tenant(s): _____

Rental Address: _____

Forwarding Address: _____

Contact Name and Phone Number: _____

ITEM TYPE	QUANTITY RETURNED	LANDMARK STAFF QUANTITY RECEIVED	LANDMARK STAFF INITIALS RECEIVED
Front Door Key			
Mailbox Key			
Building Key			
Laundry Room Key			
Storage Key			
Garage Remote			
FOB			
Door Parking Pass/Permit & Number			
Other			

Maintenance Issues: _____

Lightbulbs working? YES NO If no, where: _____

Smoke detector working? YES NO If no, where: _____

Did the unit have pets? YES NO Frayed carpet or odors from pet? YES NO

How clean is the unit? (circle one)

Spotless

ready for new tenant

Good

spot cleaning needed

Dirty

more cleaning needed

Are there roommates with additional keys? _____

Reason for Moving? _____

Additional comments about your tenancy: _____

Signature: _____

Date: _____ **Time:** _____