812.339.8777 Tel - info@TenthAndCollege.com

MOVE OUT – KEYS, FOB & PARKING PERMIT RETURNED

One form per resident set of keys!

BUILDING / APT #:_____

TENANT NAME (Please Print):_____

DATE:_____

Note the NUMBER # of Each Returned:

_____ Apartment / House _____ Mailbox

_____ Laundry _____ Bedroom

_____ Key Fob _____ Parking Permit

----------PERMANENT ADDRESS----------

Please provide your permanent address for us to use for any further communications with you after your lease end date.

PERMANENT MAILING ADDRESS (*Please Print*): _____

_____

EMAIL ADDRESS (*Please Print*): _____

----------RETURNING KEYS, FOB, PARKING PERMIT VIA MAIL----------

How to return your keys / fob, and Cedarview parking permits...

Mail in a padded envelope to our office, address below. Please include a piece of paper with your name and where you lived. You will be charged for any keys & fobs that are lost in the mail.

Cedarview Management
601 N College Avenue, Suite 1
Bloomington, IN 47404

OFFICE USE ONLY –

Date Received: _____ ***Staff Initials:*** _____