601 North College Avenue, Suite 1 - Bloomington, IN 47404
Phone: 812-339-8777 - Fax: 812-334-2507 - *info@TenthAndCollege.com*

RELEASING KEYS & PROVIDING TEMPORARY ACCESS @ MOVE IN – Use for Moving Company, Friend, Etc

With a Tenant's written permission, Cedarview Management will allow a moving company (or a designated person) to check out keys **during business hours** in order to facilitate residents moving in. *IMPORTANT - All paperwork and funds must have been received from the Tenant listed below, and any/all roommates prior to the release of any keys.*

Cedarview Management cannot assist with the moving of items.

YOU MUST SCHEDULE THIS AHEAD OF TIME WITH OUR OFFICE SO WE MAY HAVE KEYS (& FOB) READY! Your representative will also be asked to leave their driver license with our office while they are in possession of the keys/fob.

Keys MUST BE RETURNED THE SAME DAY they were checked out!

By providing the information below, you give Cedarview Management the authority to release keys/fob to the person or company designated on this form. Further, you agree to be responsible for any fees associated with unreturned keys/fob, damages to the building or apartment, or assistance by Cedarview staff caused by your designated representative (or moving company). Cedarview Management will not be liable for any damages or loss to any resident possessions.

BUILDING / APARTMENT:_____ LEASE START DATE:_____

TENANT NAME (*Printed*):_____

REPRESENTATIVE or COMPANY NAME:_____

DATE ACCESS NEEED: _____

OUR OFFICE WILL KEEP A DRIVERS LICENSE OF PERSON BORROWING KEYS UNTIL KEYS ARE RETURNED

Office Use Only:

Staff Name signing **OUT** keys:_____ Date signed **OUT**:_____

Staff Name signing **IN** keys:_____ Date signed **IN**:_____