KEY SIGN OUT FORM

Used for Viewing Homes

Date: _____   **Home to View:** _____

Time: _____   *(Address of Home to View)*

Key shall be returned to: _____   Office: **(____)_____**

_____   Email: _____

_____

Key MUST Be Returned by (Time): _____   **Date:** _____ , **20___**

I hereby acknowledge receipt of a key to view the rental home located at the above address and agree to return key by the time and date stated above or forfeit my twenty dollar ($20.00) key deposit. I understand I have no agreement to rent this home and I will not occupy the home. I will only inspect and view this home.

I will NOT use any fixtures including toilet(s) and I will NOT turn on or disturb any furnace or air conditioning system. I will securely lock the home and turn off all lights, water, gas, etc. before leaving. I will not allow anyone to smoke in this home and I will be responsible for the actions of others who accompany me to view this home.

I accept sole responsibility for returning all keys and I will not reproduce any key. I must produce a valid picture ID and allow a copy of my ID to be kept with this form for verification of ID purposes.

In the event this home is damaged by me or anyone who accompanies me to view this home, I shall pay the reasonable cost of repairs including labor and material within 7 days of notice mailed to the address I listed below.

Select One and I acknowledge receiving a copy of this form.

☐ $20.00 Cash w/ valid photo ID

☐ Hold my Original Valid Government Photo ID

☐ Credit Card with copy Valid Photo ID. I Authorize Landlord to charge my card below should I not return the key by the time agreed.
___ *Visa*   ____ *MasterCard*   ____ *Discover*   ____ *American Express*   *CVS:* _____

My Card Number: _____ Exp Date: _____

_____   _____
(My Phone)   *(Cell Phone)*   *(PRINT Full Name)*

_____
(My Home Address Now)

_____   _____
(City, State, Zip Code)   *(Signature)*

Office Initials for Key Sign Out: _____

KEY RETURNED On Date:_____ Time: _____ Office Initial: _____

____ I am submitting my application right now on this home.

____ I do not want to submit an application at this time; however if the following were a little different, I would submit my application now. I would submit my application now if:

_____

_____

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