

RETURN KEYS AND POSSESSION

Elizabeth Do  
3525 Hyland Ave Suite 120  
Costa Mesa, Ca 92626  
714-230-0078

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Tenants:**

**Address:**

**Forwarding Address:**

**Phone number:**

The above tenants have returned keys and possession to their rental units to Elizabeth Do or her designee. A security deposit accounting and description of costs/damages, if any, will be completed per the terms of the rental contract and mailed to the above forwarding address.

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The tenants have returned the following keys:

- a. Front Door Keys \_\_\_\_\_
- b. Laundry Room Keys \_\_\_\_\_
- c. Mail Box Keys \_\_\_\_\_
- d. Garage Keys \_\_\_\_\_
- e. Other Keys \_\_\_\_\_

The above tenants agree that they consider anything left at the property, after they have vacated and returned the keys, is trash. The tenants give us permission to dispose of anything left behind (trash) as we see fit and charge them accordingly for the cost, if any. The below acknowledge return of possession and keys to the owner.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Receipt of Keys & Possession

\_\_\_\_\_  
Elizabeth Do

\_\_\_\_\_  
Date