

CHECK - OUT FORM

TO BE TURNED IN TO FIRST REALTY UPON VACATING PREMISES(turn to the back for check-out and cleaning procedures.)

Property

Address: _____

Date: _____ No. Keys Returned: DOOR _____ MAIL _____
LAUNDRY ROOM _____

(You will be charged rent for every day keys are not returned)

Are all possessions removed, the apartment/house cleaned and ready for inspection?
_____ Yes _____ No Comments: _____

I understand that returning my keys to First Realty is signifying that I have vacated my apartment/ house, done all the cleaning I intend to do, removed all the property that I intend to remove and have locked all doors and windows. **Mail damage deposit refund to:**

Signature

Signature

Name

Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Phone Number

Phone Number

Signature

Signature

Name

Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Phone Number

Phone Number

**ALL TENANTS MUST SIGN CHECK-OUT FORM!!
THIS FORM TRIGGERS THE RETURN OF YOUR DEPOSIT!!**