

# Key Checkout Receipt

Prospective Tenant's Name

Date

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**Address of Property**

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**Terms:**

- Keys should be returned 2 hours after checkout.
- The prospective tenant checking out the key must be at least 18 Years of age.
- Prospective tenant(s) checking out the key must have two forms of ID (Driver's License, CA ID Card, Military Card) + Secondary ID.
- **Cash Deposit** of \$40 (this is refundable when the keys are returned) or valid credit card.
- If damage is found upon arrival, prospective tenants must inform property management/landlord.
- Prospective tenants are to not adjust heating or A/C controls.
- All lights are to be turned off prior to leaving.
- All exterior doors are to be locked.
- All blinds are to be closed

**I acknowledge that I have received 1 key for the property listed in this receipt and agree to the terms in this receipt.**

**Prospective Tenant Signature**

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**Office Only**

**Key Returned on Date/Time:**

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