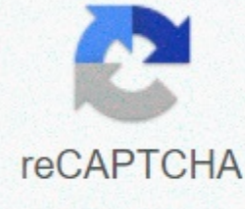




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When you distribute keys, use this receipt form to ensure a mutual understanding of responsibility. Key receipt date: ____ I, ____ has received keys for the following property: Address: ____ City: ____ Condition: ____ Located at: Address: ____ personen who received the keys hereby agrees to pay all costs of re-keying and or replace locks and any additional fees involved to secure the property back in place. ____ Leie increase letter to the tenant letter for the tenant to pay for repairs letter to the tenant that no pet is allowed tenant parking rules letter to terminate lease letter to request repairs in the apartment letter to request deposit refund deposit refund letter All keys must be returned after leaving the rented premises. An unreturned key fee will be deducted from the deposit for keys that have not been surrendered. Fill out the key return form and return with your keys. All tenants should return a form that the form contains a request for a forwarding address. Working as a landlord often means a lot of document management. From leases to pet additions, there are many different forms that you need to be sure are filled in accurately and completely to protect you and your property from the fundamental risks of property management work. One form that many landlords forget to use with their tenants is the key retrieval receipt. This form acts as a legal recognition, and having it registered can be a great way to ensure that all communications are clear and legally documented. If you do not have proper documentation in certain situations, it would be possible for a bad tenant to try to take you to court for something you did not. Although unlikely, it's always best to have more documentation than you need instead of less, and that's just one of the reasons you need to try our key receipt template form. A table of contents for key return forms What is a key retrieval receipt? Are you familiar with what a tenant key return form is? This receipt, while very useful, is not as commonly used by landlords as we think it should be. Really, this can be a very strong tool in the arsenal of legal documents. When working with a moving tenant, receiving keys is an important part of the step. By returning the keys to you, owner, they mean that they no longer have the right to enter or stay on the property. The moment you receive the keys is when the key pickup receipt should be filled in, signed by both parties, and held for later reference. This form is a legal, documented way to confirm that the keys have been handed over and that the tenant understands that they are no longer allowed to come and go to the property as they please. When should you use a key receipt form? The simple answer is that you should always use a tenant key return form. Although the tenant was very nice and leaves with no obvious intention to return to the property, you never know when someone's situation will change or they will be desperate and decide to return. If they made a copy of the key, they could try to claim that they still had the right to be there. If they sneak into the property, they can try to argue that the lease never really ended. Without legal documentation as they agreed to the terms of returning their keys and revoking their access to the property, it can be a complicated matter to deal with. By simply using a key receipt form every time you receive keys back from a tenant, you lower the risk you face during property management work. Prevent future matches Using a key retrieval form like this is not the only way to prevent future problems with tenants who just don't want to leave your property. In addition to documenting everything with the right legal forms, you can also protect yourself by choosing the best tenants possible. Large tenants are less likely to cause problems with these types of problems and you can find the great tenants using the best screening techniques around. Example key receipt form template & explanation Now that you know more about how this receipt might be useful to you, let's take a closer look at our important receipt template. Use this template as a basic structure for your own key return form. You can make simple changes to fit the specific scenarios you're dealing with. Here's the form: Let's break down each part of the form so you can get a clear understanding of what needs to go into this receipt before using it, and why each of these things is so important. Identifying information As with most forms, the first thing you need to do is start with the most basic identifying details. While including things like date and property address may seem obvious, these are important parts of any legal document and should be included in this as well. Start with the following: Current property address(s) Tenant name(s) Declaration next, you will define an understanding statement. The statement in our sample template contains the following information: Keys returned The tenant is no longer entitled to the property have gone back to the owner of the property All this information must be clearly stated in this document, so that there is no doubt as to whether everyone involved and signing this document understands what the document represents. Signatures Finally, everyone must print their name and sign the document – and that includes you! By having each individual tenant and you sign, it will be clear to anyone who sees the document that the current situation was clearly communicated to everyone involved. The retrieval form can save you not feeling stupid to have yourself and tenants sign on something as seemingly trivial as to receive the keys back to your property. Your property became legally occupied by someone else; it makes sense to ensure that there is evidence that the legal period of possession is over. By documenting each step of the rental process completely, you can be more confident about what you are doing without so much concern about the risk to the rental world. Where you rent an apartment, you have keys. Depending on the type of rental, you may have a key or many. In newer built buildings there may be key cards instead of keys, but what it's called; its function remains the same; to lock and unlock. It is important to keep track of keys. Each rental is different and can have entrance to different venues secured with a lock. This ez Landlord Forms Tenant's Receipt of Keys document establishes a paper trail along with proof that the tenant actually got keys and how many. This editable form provides a place to enter the room the key is for, and the number of keys for each explicit room. For example, if you rent a home with a front a backdoor, this can be listed directly on the form. Sometimes homes in planned communities provide keys for mailboxes or laundry rooms and can have hefty fines if they need to be replaced. This form can be used to send these fines to the tenant. This form can be fully customized. Just place the cursor in the form text box and add, remove, or change the text you want to. Because this form is fully editable, text can be added and removed. The form is also automatically filled with the tenant's name, the property address and the landlord's name. Signature lines added for up to four tenant signatures (you can add more if you need) that ensure the written proof that tenants received the keys. If you are a landlord, it is not uncommon to hear this story at the end of the tenancy. The tenant was given a front key to the front door, back door, laundry room and mailbox. The tenant swears that he/she did not receive all the keys you provided. Alas! You used ez Landlord Forms Key Receipt Form as tenant signed. You're protected! When you distribute keys, use this receipt form to ensure a mutual understanding of the Key receipt date: ____ I, ____ has received keys for the following property: Address: ____ City: ____ Condition: ____ Located at: Address: ____ personen who received the keys hereby agrees to pay all costs of re-keying and or replace locks and any additional fees involved to secure the property back in place. ____ Brevbrev request late rent payment rent increase letter to tenant letter for tenant to pay for repairs letter to tenant that no pet is allowed tenant parking rules letter to terminate lease letter to request repairs in apartment letter to request deposit refund easy purchase agreement template template

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