

KEY TURN IN DIRECTIONS

- At the day of move out, keys must be turned in with this form to your property manager or an onsite manager (if there is one) or to the management office at 813 N. Euclid Avenue, Ontario, CA 91762

KEYS CANNOT BE LEFT IN THE UNIT

- A FORWARDING ADDRESS IS REQUIRED IN ORDER FOR US TO GIVE YOU YOUR SECURITY DEPOSIT (OR PORTION OF) BACK.

DATE KEYS TURNED IN _____

Tenant Name(s) _____

Address _____

Cell # _____ Work# _____

FORWARDING ADDRESS:

WE **DO NOT** MAIL CHECKS WITHOUT A FORWARDING ADDRESS

OF KEYS TURNED IN:

UNIT _____	GATE _____
MAIL _____	LAUNDRY _____
GARAGE DOOR OPENER # _____	

****RENT WILL BE CHARGED PER DAY UNTIL ALL KEYS ARE TURNED IN!***

Did you have a garage? YES/NO GARAGE # _____

Did you leave anything in your unit/garage? YES/NO

What did you leave? _____

Do we have permission to throw these things away? YES/NO

If you had any cleaning/repairs done by our vendors, please attach receipt with this form.

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

OFFICE USE ONLY

RECEIVED BY _____ DATE _____ TIME _____

**Attach keys to this form with garage door opener and put on MAINTENANCE DESK.
Pacific Diversified LLC**

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