

AAA PROPERTY MANAGEMENT
1220 Diamond Way, Suite 220, Concord, CA 94520
Office: 925-825-7283 / FAX 925-671-2840
larry@larrydaly.com

TENANT SURRENDER OF PROPERTY INSTRUCTIONS:

Tenant (s), we are in receipt of your notice to move. Per state statutes we must offer you a pre move out inspection. When you surrender the property you will need to complete this form and present it along with your keys on the day of move out.

YOUR OBLIGATION TO PAY RENT WILL CONTINUE until you surrender the keys to the property and sign this agreement.

Today's Date: _____
Tenant(s) Name: _____
Property Address; _____

We herein agree to surrender this property on _____
(Date)

Please list the number of keys that you are returning for each item below:

_____ Front Door Key(s) _____ Laundry Room Key(s)
_____ Back Door Key(s) _____ Pool Key(s)
_____ Garage Door Opener (Clicker(s)) _____ Mail Box Key(s)
_____ Side Garage Door Key(s) _____ Parking Passes
_____ Storage Room Key(s)

I have surrendered possession and the keys to this property to AAA Property Management. I herein surrender all rights to this property after the above date. Signature of this release and the return of keys to AAA does not release the tenant from liability regarding lost rent or damages to the property.

Tenant Signature **Tenant Signature**

FORWARDING ADDRESS OF TENANT(S):

TENANT(S) PHONE NUMBER: _____