



218 W. Main
Walla Walla WA 99362
(509) 525-0820
rent@cbfr.biz

Residential Key Return Form

Name: _____ Phone: _____ Date: _____

Email: _____

Forwarding Address: _____

I understand that failure on my part to give Coldwell Banker First Realtors a forwarding address may result in a delay of me receiving my deposit disposition. I also understand if I do not receive my refund check because it was mailed as "please forward" because of my failure to supply a forwarding address on this form, I will be charged the \$35.00 stop payment fee so the check maybe voided and reissued. Deposit checks that are lost in the mail because of a lack of a forwarding address will only be cancelled and reissued after a 30 day period from date of issuance.

I am returning keys from my tenancy at : _____
(include unit# if applicable)

- Keys to Unit (Front/Back door)
 - Front Door Security Key (if applicable)
 - Laundry Room Key (if applicable)
 - Mailbox Key (if applicable)
 - Other Key specify: _____
- (note number of each individual keys returned)*

Total number of keys returned: _____

I understand that the keys I have indicated above will be compared against the Key Addendum I signed at move-in. I further understand that I will be charged a \$50.00 fee per key not returned with this agreement. The key charge is non-refundable and will not be returned or credited to me if keys are brought in at a later date, as replacement keys are made as soon as the unit is vacated.

I understand that Coldwell Banker First Realtors has 14 days from the date the keys are returned to process my deposit disposition.

Tenant Date Date Received (by Agent)

Received by (Agent)

<i>Official Use Only</i>	
<input type="checkbox"/>	Keys match Key Addendum signed at Move-in
<input type="checkbox"/>	Not all keys returned. \$50 due per key indicated below:

By: _____	Date: _____