



Sall Associates, Ltd.

**TENANT KEY RETURN FORM**

PROPERTY ADDRESS \_\_\_\_\_ UNIT \_\_\_\_\_

I, \_\_\_\_\_, HEREBY SURRENDER MY KEYS TO THE ABOVE LISTED  
PROPERTY AND ACKNOWLEDGE I HAVE VACATED THE UNIT AS OF THE DATE SHOWN BELOW:

BUILDING \_\_\_\_\_

FRONT DOOR \_\_\_\_\_

BACK DOOR \_\_\_\_\_

ROOM \_\_\_\_\_

MAILBOX \_\_\_\_\_

LAUNDRY ROOM \_\_\_\_\_

KEY RETURN DATE: \_\_\_\_\_

\_\_\_\_\_  
TENANTS SIGNATURE

\_\_\_\_\_  
TENANTS PRINTED NAME

RECEIPT OF KEYS ACKNOWLEDGED:

\_\_\_\_\_  
FOR SALL ASSOCIATES, LTD.

**TENANT'S FORWARDING ADDRESS**

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_



**NOTICE TO VACATE**

This to certify I will be vacating \_\_\_\_\_, Unit \_\_\_\_\_  
as of \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_.

Sall Associates Ltd. may begin showing my unit as of today's date, and can reach me at  
(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ to notify of scheduled appointments.

I understand I will be given 24 Hours notice of any scheduled appointment.

Upon vacating the premises I will return all keys for the above address and will provide a forwarding address to them at this time. I understand that my tenancy will not be considered as terminated until all keys have been returned to Sall Associates Ltd. located at 81 Main Street Binghamton, NY.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Printed Name

\_\_\_\_\_  
Tenant Signature

Received by Sall Associates Ltd.

\_\_\_\_\_  
For Sall Associates Ltd.