



VOLUNTARY TENANT KEY RETURN AND SURRENDER OF PROPERTY FORM

Tenant(s) Name: _____

I (We) have a lease through Spradley Properties and I am the current tenant residing at the following address:

-Hereinafter referred to as "Property"-

- I (We) hereby voluntarily surrender possession of the Property effective immediately as of: ___/___/___
- I am (We are) turning in _____ # of house keys, _____ # of garage remotes, _____ # of pool keys, and _____ # of other keys as of the date this form to the office of Spradley Properties.

Additional Information: _____

I (We) surrender all rights to the property and verify that I (we) have completely vacated the above premises, nothing of value remains, and Spradley Properties may move forward with inspection. I (We) hereby give permission to Spradley Properties to remove any and all remaining personal property and effects; including but not limited to appliances, furniture, clothing, perishable items, non-perishable items, etc. from the Property. I (We) further understand that any and all personal property and/or effects left on or in the Property will be removed and/or disposed of from the Property at my (our) expense based on Spradley Properties move out procedures. I (We) agree to hold Spradley Properties and all of its employees harmless for loss or damage of personal property and/or effects that are removed or disposed of from the Property. Signature of this release does not change any of the requirements of the parties lease agreement and the return of keys does not release the tenant(s) from liability regarding rent owed, outstanding balances due, or damages to the property.

- I (We) acknowledge and accept that I am (we are) are surrendering the Property and **have not provided proper 30-day written notice** and/or I am (we are) terminating the lease prior to its expiration date and understand as a result that I am (we are) not eligible for a security deposit refund.

Or

- I (We) **have provided the proper 30-day written notice** and understand that I am (we are) possibly eligible for a full or partial refund of my (our) paid security deposit. I am (we are) also aware that I (we) may or may not receive a refund of all or part of any paid security deposit. I am (we are) aware that any security deposit refund is based on many factors including but not limited to the condition of the unit, which is to be inspected by a Spradley Properties employee, and the current balance of my (our) account.

Please send closing statement and/or refund check to my new forwarding address:

Phone Number: _____

Signature of Tenant (s): _____ Date: _____

Signature of Tenant (s): _____ Date: _____