LANDMARK
Excellence in Real Estate Management

MOVE OUT FORM / FORWARDING ADDRESS

Security Deposit Refunds or Statement of Accounts will be mailed to the rental address, where the tenant(s) were residing, unless a written forwarding address is given to Landmark Real Estate Management, LLC, prior to move-out.

All keys, locks, garage door openers and mailbox keys must be in by midnight on day of lease expiration.

Name of Resident(s): _____

Rental Address: _____

Forwarding Address: _____

City, State, Zip

Contact Name and Phone #: _____

Item Type	Quantity Returned	Staff Initial Received
Front Door Key		
Mailbox Key		
Building Key		
Laundry Room Key		
Storage Key		
Garage Door Opener		
Fob		
Parking Pass/Permit		
Other:		

Maintenance Issues

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Lightbulbs working? YES NO If no, where: _____

Smoke Detector working? YES NO If no, where: _____

Did unit have a pet? YES NO Frayed carpet or smells from pet? YES NO

How clean is the unit? **Spotless** / **Good** / **Dirty**

ready for new tenant spot cleaning needed more cleaning needed

Are there roommates with additional keys? _____

_____

Reason for Moving: _____

Additional comments about your tenancy:

_____

_____

Signature: _____ **Date:**_____ **Time:**_____

Last Revised 10/14/2016