

Property Key and Access Card Return Protocol

Date: [Insert Date]

Property Address: [Insert Full Address]

Tenant/Recipient Name: [Insert Name]

Dear [Recipient Name],

This document serves as the formal protocol and receipt for the return of all keys and access devices related to the aforementioned property. Please ensure all items listed below are surrendered by [Insert Date/Time].

1. Itemized Return Checklist

- Front Door Keys (Quantity: [])
- Mailbox Keys (Quantity: [])
- Electronic Access Cards/Fobs (Quantity: [])
- Garage Door Openers (Quantity: [])
- Common Area/Amenity Keys (Quantity: [])
- Other: [Insert Description]

2. Submission Instructions

Please return all items to the following location: [Insert Location/Office Address]. If returning via a secure drop-box, please place all items in a sealed envelope labeled with your name and unit number.

3. Acknowledgement of Return

By signing below, the parties acknowledge the return of the items listed above. Failure to return all issued keys or cards may result in replacement fees or a deduction from the security deposit.

Returned By (Tenant):

Signature: _____ Date: _____

Received By (Management/Owner):

Signature: _____ Date: _____

4. Condition Notes

[Insert notes regarding the working condition of fobs or physical state of keys here]