



3101 EVANS STREET, SUITE C GREENVILLE, NC 27834  
1913 N. BERKELEY BLVD, SUITE 5 GOLDSBORO, NC 27534

## KEY RETURN FORM

In accordance with the provisions of our lease, we are required to give a (30) day written notice. I have submitted my "30-Day Notice" form and understand that I must be out of the property on the date promised or contact the leasing office to make other arrangements.

I understand that all keys (including mailbox keys if given) to the unit must be returned to the office of Flagship Property Management or I will be charged for all the locks to be rekeyed. By signing and submitting this form, I acknowledge that I am returning ALL keys to the unit to the office of Flagship Property Management.

Tenant Name(s):

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Address of Key Return:

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Total Keys Returned:

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Phone Number(s):

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Forwarding Address:

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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE