



KEY RECEIPT

Caseload
#: _____

The keys
for _____
UNIT ADDRESS
were returned on _____
DATE

Signature: _____

Signature: _____

TENANT

OWNER/MANAGER

Date: _____

Date: _____

Phone: _____

Phone: _____

Note: This key receipt signifies to the Housing Commission that the tenant has returned possession of the unit to the property owner. This receipt is required when the owner has provided notice to the tenant.