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Key/ Garage Door Opener Return Form

Once the property has been properly prepared, cleaned and vacated I understand that all keys (including mailbox keys, garage door openers, and any pool keys/passes) to the unit must be returned to the office of RuBec Properties. These cannot be left at the property that is being vacated. In the event that I fail to return any keys, I could be charged for all re-keys and locks. By submitting this form, I acknowledge that I am returning all keys to the office of RuBec Properties.

All keys must be LABELED with address/unit number. Please ATTACH the labeled keys to this form or PLACE KEYS ALONG WITH THIS FORM in a labeled envelope and return to RuBec Properties.

Tenant Name(s) (please print): _____

Address of Keys Being Returned: _____

Total Number of Keys Being Returned: _____

Please indicate number of keys:

____ Front Door ____ Back Door ____ Screen Door ____ Mailbox ____ Shed/Utility

____ Garage Door Opener ____ Pool Pass ____ Security Gate

Other: _____

Phone Numbers: (Main) _____

(Alternate) _____

Forwarding Address: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Agent Signature: _____ Date: _____

Crisis Assistance Ministries (704) 371-3000

Community Link (704) 943-9490 website: <http://communitylinknc.org/>

Salvation Army (704) 348-2560 website: <https://www.salvationarmycarolinas.org/>

St. Vincent DePaul Catholic Church (704) 554-7088 website: <http://stvincentdepaulchurch.com/>

Victory Christian (704) 602-6010 website: <http://www.vccenter.net/>

Good Fellows Club (704) 333-5040 website: <http://goodfellowsclub.org/>

Parkwood Institutional CME Church (704) 921-4915

Rocky River Church (704) 795-7625 website: <http://www.rockyriverchurch.com/>

Grace Covenant Foursquare Church (704) 892-8005

St. Andrews United Methodist Church (704) 553-1327

Assurance United Methodist Church (704) 391-9567