



KEY RETURN FORM

W178 N9912 Rivercrest Drive, Suite 101
Germantown, WI 53022-4645
Corporate Office: 262.255.1800
Saxony Village Lease Office: 262.345.5444
The Seasons Leasing Office: 262.820.0627
www.JBJCompanies.com

**Place all keys/keyfobs in an envelope with this form and deliver to the Leasing Office or drop envelope in Key Return/Night Deposit Box located outside the Leasing Office.
Leave all remotes in the apartment on the kitchen counter.**

Name(s): _____

Address: _____ Bldg.: _____ Apt: _____

Rentable Item/Additional Premises:

Additional Garage #: _____ Underground Parking Stall #: _____

Storage Locker #: _____ Storage Locker Programmable Code (if applicable): _____

NUMBER OF KEYS RETURNED:

Apartment Keys/Keyfobs: _____ Garage Door Remotes*: _____
Common Entrance Keys: _____ Garage Door Keys: _____
Mailbox Keys: _____ Air Conditioner Remote*: _____
Fireplace Remote*: _____

*Leave all remotes in the apartment on the kitchen counter.

FORWARDING ADDRESS (for security deposit refund):

(Note: There is a \$40.00 Cancel Check Fee if a check needs to be reissued.)

Address: _____

Phone: (_____) _____

Tenant(s) (ALL TENANTS ON THE LEASE MUST SIGN):

_____	Date	_____	Date
_____	Date	_____	Date
_____	Date	_____	Date

We have appreciated having you as a resident, thank you for renting with JBJ Properties.