

## Key & Cheque Receipt



Tenant:

Landlord:

Property Address: \_\_\_\_\_

Locker No.: \_\_\_\_\_ Parking Space: \_\_\_\_\_

Items Issued To Tenant:

	Quantity	Initial
Entrance Tag		
Garage Remote Controller		
Mail Box Key		
Unit Key		
Locker Room Key		
Rear Door Key		

Received by ☐ Tenant OR ☐ His/Her Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Items have not been received from Tenant:

\_\_\_\_\_ posted-dated cheques from \_\_\_\_\_ to \_\_\_\_\_ at \$\_\_\_\_\_ each.

Landlord should return \$\_\_\_\_\_ Damage Deposit at the end of the lease with payable interest if the unit and its appliances are returned in their working condition.

\$\_\_\_\_\_ Key Deposit cheque will be refunded when Tenant returns all of the items above.

Received by ☐ Landlord OR ☐ His/Her Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_