



Business (504) 872-9612
Fax 855-378-7708

Tenant Key Return and Surrender of Property

THIS FORM MUST BE SIGNED AND RETURNED AT THE TIME YOU SURRENDER KEYS. DO NOT SIGN THIS FORM OR RETURN YOUR KEYS UNTIL EVERYTHING OWNED BY YOU IS OUT OF THE PROPERTY.

Tenant(s) Name: _____

Property Address: _____

Please list the number of keys that you are returning for each item below:

_____ House (received _____)
_____ Garage (received _____)
_____ Mail (received _____)
_____ Other (please specify type)

I (We) hereby surrender possession and all the keys that I (we) have to the above property to Pelican Realty of Louisiana as manager. I (we) surrender all rights to the property and verify that I (we) have completely vacated the above premises and that nothing of value remains and Pelican Realty of Louisiana, LLC may move forward with inspection. In the event Pelican Realty of Louisiana, LLC should find any clothing, furniture, or other items of personal property in or about the above premises, I (we) hereby certify that it has no value and may be discarded and understand charges for removal. Signature of this release and the return of keys does not release tenant from liability regarding rent or damages to the property.

REFUNDS OF DEPOSITS, IF ANY, SHOULD BE MAILED TO THE FOLLOWING ADDRESS:

Full Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

As required by Louisiana law refunds must be returned/dated within 30 days of return of the key. If a refund is not authorized an itemized list of expenses will be included with our letter.

Tenant Signature

Date