

**SURRENDER OF POSSESSION**

I am hereby surrendering physical possession of UNIT \_\_\_\_\_, in BUILDING \_\_\_\_\_ by delivering all keys to the Meridian on College Avenue’s Rental Office. It is understood and agreed that the surrender of physical possession does not release me or any other TENANTS from installment rental payments or other financial obligations incurred in conjunction with the lease of the property. LANDLORD shall have the right to any action necessary to restore the property in the event that TENANT(S) have not done so pursuant to the terms of the LEASE.

I have the option of having my UNIT inspected once all personal belongings have been removed. Appointments can be scheduled prior to noon on August 1, 2017 on a first come first served basis. I understand my pending security deposit disposition will be mailed within 30 days of the lease ending date. If a printed name and address is not completed on this document my security deposit disposition will be mailed to the current guarantor address that is on file.

Please select option 1. or 2. by circling below:

- 1.) I have made an appointment to be present during the inspection.
- 2.) I do not wish to be present during the inspection.

Print full name and forwarding address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EACH TENANT MUST COMPLETE ONE OF THESE FORMS AND RETURN IT TO THE OFFICE IN ORDER TO RECEIVE A SECURITY DEPOSIT DISPOSITION REPORT.**

**FOR OFFICE USE ONLY:**

\_\_\_\_\_ Carpet Cleaning Check

**Returned Date:** \_\_\_\_\_

\_\_\_\_\_ Apartment Cleaning Check

\_\_\_\_\_ Apartment Key

**Received by:** \_\_\_\_\_

**Initials**

\_\_\_\_\_ Mail Key

\_\_\_\_\_ Common Key