

# South Campus Quarter

## Forwarding Address and Key Return

TENANT NAME: \_\_\_\_\_ Date: \_\_\_\_\_

**APARTMENT** (Check (v) unit, include apartment number or street address, **and circle bedroom occupied**):

- Campus Courts Apartments (Apt #): \_\_\_\_\_ Bedroom: #1 (Front) #2 (Back)
- Bern St. Apartments (Apt #): \_\_\_\_\_ Bedroom: #1 (Front) #2 (Back)
- 111 Bern Street Bedroom: #1 (Front) #2 (Side) #3 (Back)
- 530 S. Campus Ave Bedroom: #1 (Front LL) #2 (Back LL) #3 (Right UL) #4 (Left UL)
- 308 S. Campus Ave (Apt #): \_\_\_\_\_
- Campus Commons (Street address): \_\_\_\_\_ Bedroom: #1 #2 #3 #4  
(Bedroom number is located on edge of bedroom door by lock hardware)

**FORWARDING ADDRESS** (For Security Deposit Return - **Print Legibly**):

**By returning my keys I surrender my unit and any contents left behind back to South Campus Quarter.**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

*Tenant Signature*

**Comments:**

**KEYS RETURNED:** (To be completed by office staff)

Campus Courts & Bern St (9-12): Electronic (bldg): \_\_\_\_\_ Entry: \_\_\_\_\_ Mailbox: \_\_\_\_\_

Bern St (1-8): Entry: \_\_\_\_\_ Mailbox: \_\_\_\_\_

Rose (115-129): Entry: \_\_\_\_\_ Bedroom: \_\_\_\_\_ Garage Remote: \_\_\_\_\_

Poplar, Bern, Wooster, Rose (109-111): Electronic: \_\_\_\_\_ Garage Remote: \_\_\_\_\_

308, 530 Campus, 111 Bern: Entry: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Recorded: \_\_\_\_\_ Staff: \_\_\_\_\_

*Office Staff*