

Tenant

Entrance:

Before receiving the key for entrance to the property, each tenant is required to meet the following requirements and agree with these statements:

- The Security deposit and first month payment must be paid in full Amount Paid: _____
- I have inspected the property and approve its condition as it is
- I have read the contract in full, and agree with every part (if any revisions are made they must be made and agreed upon **before** entrance)
- I agree to not make any copy of the key. (Any copies requested must be made to the Property Head who will make the copies) Number of copies: _____ extra copies made later: _____
- I understand that as I leave I will **NOT** receive the security deposit back until:
 1. The property has been inspected and its condition has been approved as acceptable (any repairs required will be deducted from the security deposit)
 2. I return all keys that I have received

I agree with all the above requirements and have fulfilled all my obligations

Name: _____ Signature: _____

Date: _____

Exit:

Before receiving the security deposit, a representative of the property and finance committee must sign off on the following criteria:

- I have inspected the property and approve its condition as it is, or...
 - Repairs were required with a value of: _____ This amount will be deducted from the security deposit
- I have received **ALL** copies of the key. Copies received: _____

Inspector: _____ Date: _____

I (Tenant) have received the portion of the security deposit agreed upon Amount: _____

Name: _____ Signature: _____

Date: _____

