

CHECKOUT FORM

Property/Unit: _____ Account No.: _____

Tenant Information:

Full Name: _____

Phone Number: _____

Email Address: _____

Forwarding Address (if different): _____

Checkout Details:

Scheduled Move-Out Date: _____

Forwarding Contact Number: _____

Final Inspection Date/Time: _____

Financial Summary:

Outstanding Rent Due: _____ USD

Security Deposit to be Returned: _____ USD

Other Charges/Fines: _____ USD

Tenant Acknowledgments:

Tenant acknowledges that all personal property has been removed from the premises, and the unit is in good and clean condition, ordinary wear and tear excepted. Tenant understands that failure to return keys, access cards, or other property belonging to the landlord may result in charges. Tenant agrees to settle all outstanding balances prior to or at move-out.

Landlord/Agent Acknowledgments:

Landlord/Agent confirms receipt of Tenant's forwarding address and forwarding contact information. Landlord/Agent agrees to conduct a final inspection on the scheduled date and time, and will provide an itemized statement of any deductions from the security deposit as required under applicable law.

Legal and Compliance Clause:

This Checkout Form constitutes a binding agreement between Tenant and Landlord/Agent and is governed by the laws of the State in which the property is located. Tenant and Landlord/Agent agree to resolve any disputes arising from this agreement through mediation or as otherwise provided by law. This document does not waive any rights or remedies provided under applicable statutes.

Signatures:

This form complies with applicable United States laws and regulations concerning tenant move-out procedures, security deposit handling, and

TENANT'S SIGNATURE

LANDLORD/AGENT SIGNATURE

Date: _____

Date: _____

Printed Name: _____

Printed Name: _____

property condition documentation.

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