

KEY CHECKOUT

Date: _____ / _____ / _____

Name: _____

Address: _____

Street Address
City
State
Zip

Vehicle Info.: _____

Year
Make
Model
Color
License #
License State

Employer: _____

Address: _____

Street Address
City
State
Zip

Phone info: (____) _____ - _____ | (____) _____ - _____ | (____) _____ - _____

Home Phone
Cell Phone
Work Phone

How did you hear about us? Craigslist Sign Internet Billboard Radio Newspaper Telephone Book

Referral: Housing Authority RE/Max Staff _____ Tenant _____ Other _____

Name
Name
Please Describe

You are required to leave a copy of your drivers' license & refundable cash deposit of \$40 before taking the keys from the office.
Please ensure you have a receipt for your deposit.

KEYS NEED TO BE RETURNED NO LATER THAN TWO HOURS AFTER CHECKOUT

Keys are not allowed to be kept overnight and will not be checked out after 3 p.m. weekdays or Noon on Saturday

If a key is not returned within the two-hour time limit, you will be forfeiting your deposit as we will re-key the unit. You will also be responsible for any additionally incurred fees. You will be responsible for any damage that occurs while you are in possession of the key as well as not properly locking and securing the home after viewing.

Client Signature

Authorizing Employee Signature

KEY DEPOSIT Cash Received \$ _____

KEY DEPOSIT RETURNED: _____
Client Signature

CHECKOUT TIME _____ : _____ AM | PM

DATE: _____ / _____ / _____

RETURNED TIME _____ : _____ AM | PM

RECEIVED BY: _____

PROPERTY ADDRESS: _____

COMMENTS: _____

Yes	No
Like? <input type="checkbox"/>	<input type="checkbox"/>
App? <input type="checkbox"/>	<input type="checkbox"/>

Email Notifications of New Rentals

Email: _____
 @ _____

Complete the information below to receive periodic updates of available rentals that meet your criteria:

Type: Home Condo Mobile Home

Minimum Bedrooms: _____ Minimum Bathrooms: _____

SF/Size: _____ Max Rent: \$ _____

Pets? Dogs – Large Small | Cat(s)?

Area(s): No Preference Sparks Northwest

Old Southwest South Reno North Valleys

Spanish Springs North Reno/UNR Sun Valley