



JOHNSON & GLAZEBROOK, INC.
1807 William Street, Fredericksburg, VA 22401
(540) 372-4444 / FAX: (540) 373-9848

**PLEASE RETURN THIS COMPLETED FORM
WITH ALL KEYS TO THE PROPERTY**

DATE: _____

TO: JOHNSON & GLAZEBROOK, INC.
1807 WILLIAM STREET
FREDERICKSBURG, VA 22401

FROM: _____
(JGI tenant name on line above here)

I have completely vacated the property at _____
(JGI tenant rental property address on line above here)

_____ Forwarding address: _____

Phone numbers: _____

- _____ All keys to the property are being left with this form.
- Number of House Keys being left _____
- Mailbox Number and # of mailbox keys being left _____, *if applicable*
- Garage Door Remotes being left (# _____), *if applicable*
- *Parking Permits being left (# _____), *if applicable*
- *Visitor Parking Permits being left (# _____), *if applicable*
- *Number of Key Fobs being left (# _____), *if applicable*
- *Front Door Keypad Code _____, *if applicable*

_____ My professional carpet cleaning receipt is attached.

_____ Since I had a pet or pets on the property, my receipt for a flea treatment is attached.

_____ My receipt for chimney cleaning/gas log cleaning is attached as required in my lease agreement.

_____ Since I have oil/propane gas for heating, my receipt for measuring the tank is attached.

_____ **Satellite dish has been removed from the property.

_____ **Gutter Cleaning has been completed at the property.

***PLEASE NOTE THE HOA/CONDO ASSOCIATION CHARGES A SUBSTANTIAL FEE FOR UNRETURNED PARKING PERMITS, VISITOR PARKING PERMITS AND KEY FOBS. THE PAYMENT FOR THIS FEE IS YOUR RESPONSIBILITY.**

****A SUBSTANTIAL FEE IS CHARGED FOR THE REMOVAL OF ALL SATELLITE DISHES THAT ARE LEFT AT THE PROPERTY AS WELL AS IF THE GUTTERS HAVE NOT BEEN CLEANED. THE PAYMENT FOR THESE FEES WILL BE YOUR RESPONSIBILITY.**

Virginia State Law allows the Landlord 45 days from date that you are responsible for the property to return Tenants security deposit. If you do not receive your refund/report after that 45-day period, please contact our office. Please do not call the office requesting early return of the deposit, as this only delays processing.