

**Key Receipt Form - Termination**

Valid from: July 2023

Valid to: July 2025

Version: 2.1

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| Section 1 – Customer Details |

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| Tenant Name(s) |  |
| Address |  |
| Contact number |  |

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| --- | --- |
| Date returned  |  |
| Number of Keys returned and description |  |

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| Section 2 – What it means to sign this form |

By signing this Key Receipt Form, I agree with ALL of the following statements:

* All of the keys for the above-named property have been returned to Empowering People Inspiring Communities.
* I no longer wish to live at the above property.
* I do not wish to return to the above property in the future.
* I give my consent for EPIC to dispose of any items left at the above property and I understand I will be charged for the reasonable costs incurred in doing so.
* I understand that in returning the keys before the tenancy end-date, I give permission for EPIC to enter the property and begin any necessary repair work.
* I understand that EPIC accepts no responsibility for any mail delivered to the property that I have vacated.

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| Section 3 – Signature |

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| Tenant(s) Signature | 🗶 | Date | \_ \_ / \_ \_ / \_ \_ \_ \_ |
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| EPIC Signature | 🗶 | Date | \_ \_ / \_ \_ / \_ \_ \_ \_ |

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| **Section 4 - Utility Information** |
| **Gas** | **Electric** |
| Supplier: | Supplier: |
| Meter Type: | Meter Type: |