

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



VERIFICATION OF KEY RETURN

This document will serve to verify that your key(s) has been returned to the Property Manager/Owner office and you are no longer occupying the unit.

Client/Tenant Name _____

Property Address _____

Date Key(s) Returned _____

Property Manager/Owner _____

Telephone Number _____

Fax Number _____

Date _____

In the event a client/tenant continues to occupy the unit after the above date, he/she will be responsible for 100% payment of the contract rent.

This document must be returned to HACCC no later than **five (5) days** after you vacate the unit and returned the keys to the owner. The **CONTRACT** for your new unit **cannot be approved** until the Key Return Form is submitted to HACCC.

Tenant Signature

Date

Property Manager/Owner Signature

Date

PROVIDING FALSE OR INACCURATE INFORMATION IS A VIOLATION OF THE FAMILY OBLIGATIONS AND MAY BE GROUNDS FOR TERMINATION OF ASSISTANCE.

