

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/ Email: \_\_\_\_\_

Date: \_\_\_\_\_

In the event a client/tenant continues to occupy the unit after the above date or in the calendar month following approval for a new unit, the tenant 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

