



Key and Parking Sticker Return Information

When moving out of your apartment please return all keys and parking stickers issued to you by The Copley Group along with the enclosed Key Return Form within 24 hours of vacating your apartment in order to receive all applicable deposit refunds. Failure to do so may result in your deposit being retained by The Copley Group.

Refunds will be mailed to you within 30 days of having received the keys.

In a roommate situation The Copley Group will make the check payable to all parties but will issue only one check.

To return your keys/ stickers: place the keys/ stickers and Key Return Form in an envelope and drop it into the “drop slot”, which is located next to the Copley Maintenance Office side entrance at 106 Queensberry Street.

**All deposit amounts will be refunded or withheld by The Copley Group irrespective of the status of the other deposits. For example: if you rent storage from The Copley Group and you fail to return your storage room key(s) The Copley Group will withhold your storage room deposit, but will not withhold your entry way key deposit.*

***The Copley Group reserves the right to retain all deposits as partial or full payment of any amount due from the resident pursuant to the terms of the lease.*



Key/ Sticker Return Form

To return your keys: place this form in an envelope along with your keys/ parking sticker and drop it into the "Drop Box" located next to The Copley Group Maintenance Office side entrance at 106 Queensberry Street. **Please make sure to include your forwarding address so that we know where to send your refund check.**

Resident Name: _____

Resident Name (roommate): _____

Address of Unit Being Vacated: _____

For Resident Use:

Number of Entry Keys Returned _____

Number of Mailbox Keys Returned _____

Number of Bicycle Room Keys Returned _____

Number of Storage Keys Returned _____

Number of Parking Stickers Returned _____

Date of Keys/ Stickers Returned _____

Please Make Check Payable to:

Name: _____

Forwarding Address: _____

Telephone Number: _____

For Copley Use:

Number of Entry Keys Returned _____

Number of Mailbox Keys Returned _____

Number of Bicycle Room Keys Returned _____

Number of Storage Keys Returned _____

Number of Parking Stickers Returned _____

Parking Sticker Number (if applicable) _____

Date of Keys/ Stickers Received _____

Received by: _____

Number of Entry Keys Issued _____

Number of Mailbox Keys Issued _____

Number of Bicycle Keys Issued _____

Number of Storage Room Keys Issued _____

Number of Parking Stickers Issued _____

Checked by: _____

****Before returning your keys please remove all your belongings from the apartment and make sure that the apartment is in *broom-swept condition*.**

****The Copley Group reserves the right to retain all deposits as partial or full payment of any amount due from the resident pursuant to the terms of the lease.**