## **KEY EXCHANGE FORM**



Property Address:

I/We, the seller(s) of the above described property, surrendered the keys to

(name of person or office keys were given to) on \_\_\_\_/ \_\_\_ at \_\_\_\_\_ (am/pm) and request that any balance of the rental escrow be (Time) returned to us at the address below.

Seller Signature

Seller Signature

Seller's Mailing Address:

I/We the buyer(s) hereby acknowledge the date the seller has listed above is the correct date the seller surrendered the keys and is the final date that the seller pays occupancy.

Buyer Signature

**Buyer** Signature

## **\*BUYER TO INITIAL FOR SECURITY / DAMAGE DEPOSIT:**

(Complete this section after viewing the home)

Buyer(s) are satisfied with the condition of the property, and hereby direct the settlement agent to release the security / damage deposit to the seller and the buyer's portion of the rent escrow to the address below.

**\_\_Buyer(s) are NOT satisfied with the condition of the property**. The funds held in escrow for security / damage (if any) should remain in escrow until the matter is resolved with the seller.

\*Not all occupancy escrow agreements have provisions for security or damage deposits. In this instance the occupancy escrow will be disbursed and any damages must be settled directly between the buyer and seller or civilly litigated.

Buyer's Mailing Address:

**RETURN TO:** By email: escrow@premier-title.net By fax: (586) 840-0446 By mail: Premier Title Agency, LLC 15501 Metropolitan Parkway STE 106, Clinton Township, MI 48036