



OPTIONAL: Move Out with Lockbox Access

With this optional program, tenants may surrender the use of their home by leaving one key in the Legacy Management Services Lockbox and all additional keys, remotes, and completed property surrender form on top of the kitchen counter and by sending a photo in a text with the address of the property to 915-258-4881 indicating that the home has been vacated and surrendered.

IMPORTANT YOU MUST CHOOSE ONE OR THE OTHER BY CHOOSING THE APPROPRIATE BOX

_____ **YES** – I want to sign up for the **Optional Lockbox Move Out for \$50.00**.

1. I understand that I MUST go to my tenant portal and make a payment of \$50 **no later than 3 business days prior to the scheduled move out** for the convenience of having a lock box delivered to the property and that I will be able to place a minimum of one entry door key inside the lock box and that secondary bolting devices on the front door will be left disengaged.
2. I further understand that if Legacy Management Services is unable to access the property utilizing the key left in the lock box, additional charges may apply.
3. I understand that I am required to place all remaining keys, remotes, and the completed property surrender form turned over to me at the beginning of the lease on top of the kitchen counters.
4. I agree to take a picture of the items left behind and text that picture along with the address of the property to 915-258-4881.
5. I agree that by sending a picture of the keys and remotes left in the home to 915-258-4881 that this will indicate that I have vacated the home and am surrendering the property to Legacy Management Services.

_____ **NO** – I do not want to sign up for this optional program and will deliver all keys and remotes to **Legacy Management Services at 5915 Silver Springs Drive, Building 5, El Paso, TX 79912** between the office hours of 10 AM to 4 PM Monday through Friday.

Tenants who leave keys at the office during non-business hours will be charged \$25.

SECURITY DEPOSIT RETURN REMINDER: In accordance with the lease agreement and Texas Property Code, Legacy Management Services has 30 days from lease end to account for the security deposit in writing.

Tenant Name: _____

Tenant Forwarding Address: _____