

Dear Resident(s),

Enclosed you will find the following two forms:

- Move in Apartment Condition Documentation
- Acknowledgement of Receipt of Keys

Please complete the “Move in Apartment Condition Documentation” form, sign, and send back in the enclosed envelope within two weeks of move in. Please return within two weeks or Management will work under the assumption there were no issues or damages with the apartment upon your move-in.

In addition there is the “Acknowledgement of Receipt of Keys” form. Please sign and send back in the enclosed envelope.

Electricity and stove gas (if resident is responsible) has/have already been put in your name.

Please put your name and the names of all other residents receiving mail in the appropriate place on or inside your mailbox to start receiving mail, otherwise the postman will not deliver it.

Please feel free to call us with any questions you may have.

Olympus Properties, L.L.C.
(612) 886-7368
2545 Garfield Avenue South
Suite 101
Minneapolis, MN 55405



Quality and Value in Residential Living

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Move In Apartment Condition Documentation

To whom it may concern,

Upon moving into apartment _____ at _____ on _____

The following issues / damages were present. It is my understanding that I may be held liable for any damages to the apartment that are not documented below (normal wear and tear are excluded).

Issue / Damage	Description of Issue / Damage

Resident's Signature Date

Resident's Signature Date

Written Name

Written Name



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Acknowledgement of Receipt of Keys

On _____ I received the following keys from Olympus Properties, LLC:

(Date)

 2 Building access keys

 2 Mail box keys

 2 Apartment entry keys

_____ Garage door opener

_____ Parking hanger tag

_____ Storage unit keys

I have been informed and acknowledge the replacement cost of lost keys is as follows:

Building access keys - \$75

Mail box keys - \$50

Apartment entry keys - \$75

Garage door opener - \$75

Parking hanger tag - \$50

Storage unit keys - \$50

It is understood that any lost key replacement fees is due at the time of replacement. Any keys not returned at the termination of the resident's lease will be deducted from the resident's security deposit.

Terms agreed to and accepted:

Resident's Signature Date

Resident's Signature Date

Written Name

Written Name

Apartment Name Unit #