

Key Check – Out Procedure

Property Management Office Hours:

- Monday – Friday 8:00am – 5:00pm
- Saturday 9:00am – 5:00pm (*closed from 12pm – 1pm for lunch*)
- Sunday Closed

What you need to bring with you:

- Photo Identification
- \$20.00 cash or Credit/Debit Card

Our Procedure:

- We photo copy your identification card
- Hold \$20.00 cash or Credit/Debit as a deposit
- Limit of three keys at a time

Note: we allow 30 to 45 minutes per key depending on the location of the unit

Key Check – Out Times:

- Monday – Friday 8:00am – 3:30pm
- Saturday 9:00am – 3:30pm (*closed from 12pm – 1pm for lunch*)

All keys must be returned to the office no later 4:30pm.