

SECURITY DEPOSIT REQUEST FORM

DATE:

ADDRESS:

APARTMENT #:

VACATE DATE:

I/WE ARE REQUESTING THE RETURN OF MY/OUR SECURITY DEPOSIT FOR THE APARTMENT INDICATED ABOVE. PLEASE ISSUE AND FORWARD THE SECURITY DEPOSIT AS FOLLOWS:

TENANT #1- NAME: _____

FORWARDING ADDRESS: _____

AMOUNT: _____

SIGNATURE: _____ PRINT NAME _____

TENANT #2- NAME: _____

FORWARDING DDRESS: _____

AMOUNT: _____

SIGNATURE: _____ PRINT NAME _____

TENANT #3- NAME: _____

FORWARDING ADDRESS: _____

AMOUNT: _____

SIGNATURE: _____ PRINT NAME _____

IF THERE ARE MULTIPLE TENANTS AND THE SECURITY DEPOSIT IS BEING RETURNED TO JUST ONE INDIVIDUAL IT IS IMPORTANT THAT ALL TENANTS SIGN THIS FORM ACKNOWLEDGING. PLEASE PUT \$0 UNDER AMOUNT IF YOU ARE NOT DUE ANY PORTION OF THE DEPOSIT. WE CANNOT RETURN ANY FUNDS WITHOUT A SIGNATURE FROM ALL TENANTS ON THE LEASE. MAIL OR E-MAIL COMPLETED FORM TO YOUR PROPERTY MANAGER.