

WHERE SHOULD WE SEND YOUR SECURITY DEPOSIT CHECK?

*Please note –you are on a joint & several lease. Therefore, 1 **check will be issued with all the Tenants’ names**. If you wish to have separate checks a \$10 separate check fee will apply for each additional check that is written and we **must** have addresses and an original signature for **every** tenant who occupied the unit. That means that each Tenant on the lease must fill out and sign this form if separate checks are requested. If this form is not signed by every person on the lease in the event that you do want separate checks, only one check will be issued. If you are unable to provide addresses for everyone or get everyone’s signature – we cannot issue separate checks.

Unit Address: _____

Tenants: _____

Please check appropriate

_____ - I/we wish to receive only 1 check with all tenants’ names.

_____ - I/we wish to receive separate checks in divided in equal amounts. I/we understand that there will be a \$10 fee for each additional check that is written. (ie. No charge for 1st check) and that the separate check fee will be deducted from the security deposit.

Tenant Name/Print & Sign: _____

Room Occupied: _____ **Expected move out date** _____

Forwarding Address: _____

Tenant Name/Print & Sign: _____

Room Occupied: _____ **Expected move out date** _____

Forwarding Address: _____

Tenant Name/Print & Sign: _____

Room Occupied: _____ **Expected move out date** _____

Forwarding Address: _____

Tenant Name/Print & Sign: _____

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