

SECURITY DEPOSIT CHECK RETURN FORM

Where should we send your security deposit check?

How would you like to receive the security deposit check?

PLEASE READ CAREFULLY and choose only one option

You are on a joint & several lease which means by default, ONE check will be issued with all tenant(s) names, unless otherwise specified. Every tenant on the lease must fill out a security deposit check return form. In order to process your security deposit properly this form should be returned to the leasing office no later than **July 14, 2017**. Although it is ideal, not everyone on the lease needs to fill out the same form, however EVERYONE must agree to the same option. Filling out the same form avoids communication errors between roommates.

Listed below are the options available of how you can receive your security deposit check.

Option A: Receive 1 check with only 1 check issued in **ALL** tenant(s) names. Electing this option means everyone will need to sign the check in order for it to be cashed. Banks will not cash unless there is a signature from every name on the check and often times a photo ID will be required. If you or your roommate(s) do not turn in this form or agree to the same option, this is how your security deposit check will be issued. The person receiving the check will be chosen at random, unless otherwise specified.

Option B: One check will be issued to one person from your group. This person will be receiving the **ENTIRE** security deposit and they will be responsible for distributing the refund. We cannot issue 1 check to 1 person if every person on the lease does not meet the following criteria: Did not select this option B and did not sign/fill out the security deposit return form.

Option C: Receive SEPARATE checks divided in EQUAL amounts. A \$10 separate check fee will apply. We cannot issue separate checks if every person on the lease does not meet the following criteria: Addresses are not provided, did not mark option C, and did not sign/fill out the security deposit return form.

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Unit Address: _____

All Tenants: _____

Option A- I/we wish to receive only 1 check issued to **ALL** tenant(s) names. Send our check to the following person:

_____. I/we understand this check will include each tenants name on the check and will require all tenant(s) signatures in order to be cashed or deposited.

Option B- I/we wish to receive only 1 check issued in **ONE** tenant name. Send our check to the following person:

_____. I/we understand **ONE** check will be written to this individual **ONLY** and this person will be receiving our entire security deposit refund.

Option C - I/we wish to receive SEPARATE checks divided in EQUAL amounts. I/we understand that there will be a \$10 fee and that the separate check fee will be deducted from the security deposit.

1. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

2. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

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3. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

4. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

5. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

6. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

7. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

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8. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

9. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

10. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

11. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

12. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

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13. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

14. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

15. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

16. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____

17. Print: _____ Sign: _____ Date: _____

Option: _____ Room Occupied: _____ Expected move-out date: _____

Forwarding Address: _____
