

# Tenant Forwarding Address and Deposit Refund Form

Please complete this form upon moving out to ensure the prompt and accurate return of your security deposit. This document is intended for print and manual completion or physical record keeping.

## 1. Tenant and Tenancy Details

Tenant Name:

Rented Property Address:

Move-In Date:  Move-Out Date:

## 2. Tenant Forwarding Address

Provide the address where the security deposit check and/or itemized deduction statement should be mailed.

Street Address / PO Box:

Apartment/Suite/Unit:

City:  State:  Zip Code:

Phone Number:  Email Address:

## 3. Security Deposit Refund Calculation (To be filled out by Landlord/Management)

Initial Security Deposit Amount: \$

Less: Cleaning Charges (if any): \$

Less: Repair/Damage Charges (if any): \$

Less: Outstanding Rent or Utilities (if any): \$

Description of Deductions:

Total Refund Amount: \$

## 4. Signatures and Agreement

By signing below, the Tenant confirms that the forwarding address provided above is correct. The Landlord/Management agrees to process the refund in accordance with local landlord-tenant laws.

Tenant Signature: \_\_\_\_\_ Date:

Landlord/Agent Signature: \_\_\_\_\_ Date: