



TENANT MOVE-OUT INFORMATION FORM

In order to facilitate the return of your security deposit, please complete this form upon move out. **Without this information, there could be a delay in receiving your security deposit reconciliation.**

Name: _____

Roommate Names: _____

Move-out Date: _____

Current Address: _____

NEW (Forwarding) ADDRESS: _____

CONTACT INFO or EMAIL: _____

Please note, only one (1) check will be mailed out and it will be made out to all of the tenants who are officially on the lease at the time the lease expires. In order to cash the check, all of the tenants listed on the check must endorse it. Accompanying the check will be a security deposit disposition form which will itemize any/all deductions from the full security deposit amount. Any disputes concerning deductions must be submitted to our office **in writing (in person, by mail, or by fax)**. Please allow us up to thirty (30) days to respond to your written list of disputes.