

***This completed form is required for the timely return of your Damage Deposit.***

***Return to:***

***Ithaca Renting Company  
118 Prospect St. Suite #200  
Ithaca, NY 14850***

***Or e-mail to  
denise@ithacarenting.com***

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***DAMAGE DEPOSIT RETURN  
MAILING ADDRESS FORM***

***Building*** \_\_\_\_\_  
***Apartment*** \_\_\_\_\_  
***Date*** \_\_\_\_\_

This form is used to return your Damage Deposit.  
Checks are mailed 30 days after the lease end date to the original tenants named on the lease.  
Name changes are not allowed by the bank.

You must turn in this form to receive your check.  
This form is placed in a window envelope and mailed directly to the address you enter below.  
Poor handwriting or writing outside the lines will delay your check.

***Use INK. PRINT NEATLY. Your entire address must fit onto the lines below.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name**  
**Address**  
**City/State/Zip/Country**