

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

Return to

***Ithaca Renting Company
119 Dryden Road
Ithaca, NY 14850***

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

Remember to use a padded envelope and tracking number if you are returning your keys by mail!

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

Building _____
Apartment _____
Date _____

This form is used to return your Damage Deposit Refund Check.

This does NOT forward any mail or packages. Please update your address directly with all merchants and shippers.

After your apartment is inspected and any deductions applied, a refund check is issued by the bank. Checks are typically mailed 15 days after the lease end date to the original tenants named on the lease.

Name changes are not allowed by the bank.

Checks are valid for 90 days after the date of issue, so deposit your check promptly.

Without an updated forwarding address, your Damage Deposit refund check may be delayed.

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**