

This completed form is required for the timely return of your security deposit.



IMPORTANT: If you are returning your keys by mail, you must send them in a padded envelope or small box, and email the tracking number to downtown@ithacarenting.com!

SECURITY DEPOSIT RETURN
FORWARDING ADDRESS REQUEST

APT # _____

BUILDING _____

Please return this form to the rental office or e-mail it to denise@ithacarenting.com prior to your lease end date. This is the address we will use to mail your security deposit refund if applicable. Failure to provide a forwarding address could result in processing delays.

**For units with multiple tenants, each person should fill out a separate form.*

**This form is placed in a window envelope. You should print clearly! Name and address should be as described below, in US mailing format. If foreign address, the whole address should still fit on the 3 lines.*

Mail to:

Name

Street address

City, State, Zip