

If you wish to have your refund check sent via USPS Priority Mail, which will provide a tracking number, please sign next to the option that applies to your delivery country. By signing below you agree that the stated fee will be deducted from your refund.**

Signature: _____ **\$15 fee** for delivery to a US address

Signature: _____ **\$50 fee** for an international address

**This extra service does not guarantee delivery. Once an item is at the US post office, it is out of our hands and becomes the responsibility of the USPS. This service only provides a tracking number and more attentive service from the USPS.

To receive tracking updates, provide your email: _____

**SECURITY DEPOSIT RETURN
FORWARDING ADDRESS REQUEST**

BUILDING _____ APT # _____

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. We cannot refund deposits electronically.

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

**This form is placed into an envelope with an address window on the lower left. Print clearly so the USPS can read your address! For a US address, write your name and address on the 3 blank lines, as described below. For an international address, the whole address must still fit on the 3 lines.*

Mail my check to:

Hold my check at the rental office: _____
Initials

← Name

← Street Address

← City, State, Zip Code