

SECURITY DEPOSIT RETURN FORM

Name: _____

Building: _____ **Unit** _____

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

YOU MUST CHOOSE FROM THE OPTIONS BELOW AND RETURN THIS FORM TO THE RENTAL OFFICE

When your apartment is completely vacated (all keys returned or at lease end date), we will inspect your apartment. After your apartment is inspected and any deductions applied, a refund check is issued to the original tenant. Checks are mailed within 14 days after the lease end date or return of all keys to the original tenants named on the lease. Name changes, Cash refunds, ACH refunds, or refunds through the tenant portal are not possible. Checks are typically valid for 90 days after the date of issue, so deposit or cash your check promptly. This does NOT forward any mail or packages. Please update your address directly with all merchants and shippers. Failure to return this form will result in processing delays while we wait for you to update your address. If no options are selected, the check will be sent to the address printed below, by regular first-class mail.

You must choose one option for each, sign the form, and return the form to the rental office to receive your check.

Forgot to return your form? Scan and email to denise@ithacarenting.com .

ADDRESS TO SEND CHECK CHOOSE ONE OPTION

- Write your address on the lines below.
- HOLD the check at the Office for pickup (Checks not picked up by September 30 will be mailed home)
- DEPOSIT the check for me. It must be a bank with a branch in Ithaca. You must provide a deposit slip.

SPECIAL SERVICES CHOOSE ONE OPTION

- US Addresses OR International Addresses: No special services requested, mail by USPS First Class Mail (3-10 business days), no fee or by International First-Class Mail, (7-35 business days), no fee
- US Addresses Special Service: Send using USPS Priority Mail with Tracking (3-10 business days) \$25 fee to be deducted from the deposit
- International Addresses Special Service: Send using International tracked mail (6-30-business days) \$60 fee to be deducted from the deposit
- Any Resident Special Service DEPOSIT my Check to my Ithaca Bank Account- you MUST PROVIDE a filled out deposit slip. We can provide blank slips for Chase & Tompkins Trust.

Tenant Signature _____ Date _____

Phone Number: _____ Email _____

Updating your address? Print neatly, and stay completely within the lines below! This form will be placed in a window envelope, so if you go outside the lines, it will cause delays.

Name

Address

City, State, Zip