



## FORWARDING ADDRESS FORM FOR SECURITY DEPOSIT REFUND

Date: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_

**Reminder: your Rental Agreement ends at NOON on July 25<sup>th</sup> of the Current Year**

Checkout/Move-Out Inspections will begin at noon on the 25<sup>th</sup>. You do not need to be present at that time. In order to facilitate the return of your security deposit, your unit must be cleaned thoroughly and properly, and restored to the condition it was at the commencement of your Rental Agreement. This is mandated by the contract of your Rental Agreement and is your responsibility. We do not schedule a final inspection with our tenants. For your convenience, we have compiled a list of items that will be inspected at our final inspection. This list is meant to guide you, so you will have a clear understanding of what our expectations are, but is not limited to what we inspect. A Move-Out Cleaning Guide can be requested or printed from our website. If you will be moved out before your Rental Agreement end date stated above, please inform ERP, LLC.

If the carpet in your rental unit needs to be cleaned due to stains, odor, or anything beyond normal wear and tear, you will need to have it cleaned professionally or with a *Rug Doctor* type machine to clean and deodorize. Spot cleaning of carpet is not accepted as a method of cleaning. Receipt from professional carpet cleaner or rental of carpet cleaning machine needs to be left on counter if your carpet is in need of cleaning.

- Check here to have ERP, LLC shampoo your carpet and charge your security deposit
- Check here to acknowledge you will rent a *Rug Doctor* brand machine or hire a professional to clean your carpet

Please make sure to leave ALL keys provided at move-in, carpet cleaning receipt (if applicable), and forwarding address, which can be written below, on the kitchen counter. Do not call with your forwarding address; it must be provided in writing. Processing of deposit refunds will be delayed if no forward address is given.

The security deposit refund check should be made payable and returned to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Cell #: \_\_\_\_\_

I/We the current resident(s) of the above address understand that only one check will be written for the security deposit, or portions of it owed, and that the above named individual will be responsible for returning our security deposit refund to me/us. *Note: this will not forward your mail. You still need to file a change of address form with the post office.*

**\*\* REQUIRES ALL TENANT SIGNATURES \*\***

Tenant Signature	Date
Tenant Signature	Date
Tenant Signature	Date
Tenant Signature	Date