

Rock Point Properties

Security Deposit Refund CHECK REQUEST

INSTRUCTIONS: You must have all cleaning done and be out of the apartment on or before 8:00 am. the end of your lease date. WE WILL NOT be able to extend your time beyond lease because we will have to get the apartment ready for the new tenant. Leave your door key and mailbox key in a stamped, self-addressed envelope along with this completed form on the kitchen counter for your deposit return. We will come pick up the envelope and lock the door. If your door can be locked without a key, lock it when you leave. Thank you for renting with us this year.

Location of Property: _____

Tenant Name: _____

Amount of your paid deposit: _____

Mail check to the following address: (please attach a self-addressed stamped envelope)

Address: _____, Apt/Unit # _____

City: _____, State _____, Zip _____

Contact numbers:

Cell (____) _____ Other (____) _____

Are any of the current roommates remaining at the property? Yes _____ No _____

If so, please lists their names: _____

Tenant's signature _____

***** **Office Use Only** *****

Notes: _____

Amount of refund subtracted: _____

Amount refunded/owed: _____

Date received by bookkeeping: _____

Date _____

Questions: Contact the Office at leasing@rockpointrental.com