IVY HALL or BOHEMIA (1 form per person)

SECURITY DEPOSIT / FORWARD ADDRESS

TO BE RETURNED UPON MOVE-OUT **WITH KEYS**!!!

Date: _____ Apt. # _____

Apt. Keys Attached?	**No** _____	**Yes**_____	**How Many?**_____
Bldg. Keys Attached?	**No**_____	**Yes**_____	**How Many?**_____
Mailbox Key Attached?	**No**_____	**Yes**_____	**How Many?**_____
Fitness Center Key Fob Attached?	**No**_____	**Yes**_____	**How Many?**_____

If no, please explain:_____

_____

Security Deposit Amount You Paid: $ _____

Please fill out this form and return to the Ivy office with your keys. Place everything in an envelope. Write your apt. # on the envelope. Please put it through mail slot in our door.

In accordance with the Delaware Landlord/Tenant code, the tenant must provide the landlord with a forwarding address in writing in order to be eligible for a Security Deposit refund.

PLEASE PRINT LEGIBLY

Your Name: _____

Forwarding Address: _____

City, State, Zip: _____

Phone #: _____

Signature: _____

You must provide us with this information to avoid any delay in receiving your Security Deposit. You should receive it within 10-20 days after your lease has ended, you have vacated and all keys have been returned to us. **You will be charged for any keys not returned on or before your lease end date.**

Please keep in mind - IF:

No deductions are taken from your security deposit and all refund forms are submitted from each tenant on the lease- we will write *separate* checks.

If there are deductions, or someone did not fill out a form- only 1 check will be written and sent to 1 person on the lease to divide accordingly.

In the event only 1 check is written:

* All tenants have agreed that _____(name) is to receive our check and he/she has agreed to divide and distribute the funds accordingly.

Forwarding address of person named above: **Street:** _____

City, State, Zip: _____