

# Rock Point Properties

## Security Deposit Refund CHECK REQUEST

**INSTRUCTIONS:** You must have all cleaning done and be out of the apartment on or before the end of your lease date. I WILL NOT be able to extend your time beyond your lease because I will have to get the apartment ready for the new tenant. Leave your door key and your mailbox key in a stamped, self-addressed envelope on the kitchen counter for your deposit return. Call (205)345-0564 and inform me that you have vacated the apartment or house. I will come by and 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 me this year.

**Location of occupancy:**

*Windemere Apartment # \_\_\_\_\_ Pride's Court Apartment # \_\_\_\_\_*

*House located at: \_\_\_\_\_*

*Commercial Property located at: \_\_\_\_\_*

**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 (\_\_\_\_) \_\_\_\_\_, home (\_\_\_\_) \_\_\_\_\_, work (\_\_\_\_) \_\_\_\_\_*

**Are any of the current roommates remaining at the property?** Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list their names: \_\_\_\_\_

**Tenant's signature** \_\_\_\_\_

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

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of refund SUBTRACTED:** \_\_\_\_\_

**Employee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Questions: Contact the Office (205) 345-0564**

**Date request was received by bookkeeping:** \_\_\_\_\_

**Processed by:** \_\_\_\_\_

**Accounting code: Rock Point Estates/Rock Point Beach LLC**

**Amount refunded:** \_\_\_\_\_