

# SECURITY DEPOSIT / FORWARD ADDRESS

TO BE RETURNED AT MOVE-OUT WITH KEYS!

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

Apt. # \_\_\_\_\_

Confirmed:

↪	<b>Apt. Keys In Envelope or Baggie?</b>	No _____	Yes _____	How Many? _____	_____
↪	<b>Bldg. Keys Included?</b>	No _____	Yes _____	How Many? _____	_____
↪	<b>Mailbox Key Included?</b>	No _____	Yes _____	How Many? _____	_____

If no, please explain: \_\_\_\_\_

**Key charges will be deducted from the security deposit if not returned ON or BEFORE your lease END date.**

**Security Deposit Amount You Paid: \$ \_\_\_\_\_**

(Security Deposits are NOT last month's rent. You must pay your last month's rent.)

Please fill out this form and return to the Ivy office with your keys.  
Or, you can place everything in an envelope or baggie, seal it, write your apt. # on the outside and place in the Office mailbox (E2) located in the study lounge hallway.

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 TO AVOID DEPOSIT REFUND DELAY**

**If we can't read your information correctly,  
your check may go to the wrong address or be returned to us.**

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

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

If the check is to be made out to someone else, please state the name below.

\_\_\_\_\_

You must provide this information to avoid any delay in receiving your Security Deposit.  
We mail it within 10-20 days after your lease has ended, you have vacated and all keys are returned to us.