



Key Tag /

PROPERTY MANAGEMENT, INC.

Move-Out Notification & Deposit Refund/Forfeiture

Name(s):

Property Address: Rent Amount \$

Rental Began: Expiration: Date to Vacate:

Date of written notice: Reason for leaving:

Forwarding Address:

Street Apt# City State Zip

Contact Name: Contact Phone:

E-Mail: Phone Text Message E-Mail

Date keys returned Time Received # of Keys Initials

Amount of Security Deposit \$

Table with columns for item, amount, and notes. Items include Cleaning, Light Bulbs, Drip Pans, Carpet Cleaning, Pet Fumigations, Water/Sewer, Garbage, Hauling, Yard Maintenance, Late Payment Fee, Rent Owning, Administration Fee, Eviction Notices, NSF Check Fees, Legal Fees, Lock Change, and Other.

Total Deductions \$

Total Deposit \$

Less Deductions \$

Amount of Refund \$

Amount owed by Tenant \$

Transfer from Security to Trust \$ Date

Check Refund Number Copy Sent Date Sent

Comments:

Property Manager C/V Instructions