

# Intent to Vacate - Security Deposit Request

## Instructions:

- 1.) Complete and return this form to your local Housing Office 30 days prior to vacating the apartment.
- 2.) Fully complete the cleaning checklist (Located in the laundry rooms, outside the office or online).
- 3.) At move-out, return the apartment key/s in the office or local drop box and be ready for inspection.

## NOTICE TO ALL:

-Units must be completely empty and fully cleaned.

-DEPOSITS CAN TAKE UP TO 30 DAYS TO RETURN ONCE THE MOVE-OUT PROCESS IS COMPLETE

**Club Commons** and **Campground** residents please report to your local Housing Office with the apartment key at your scheduled appointment time. **All Other Properties** a Housing Office representative will meet you at the apartment at your scheduled appointment time.

**Property:**      AABC                  Annex                  Burlingame                  Club Commons (CC) Bld 1      CC-Bld 2      CC-Bld 3  
                         CC-Bld 4                  Campground                  Divide                  Heatherbed                  Holiday-House                  Marolt  
                         Snow Eagle                  The Hub                  Other: \_\_\_\_\_

**Apartment #:** \_\_\_\_\_ **Bedroom:** \_\_\_\_\_

**Move-out appointment date:** \_\_\_\_\_ (No weekend appointments)

(If leaving on a weekend, then schedule the Friday before)

**Appointment time:** \_\_\_\_\_ AM      PM (Between 8:00AM and 4:00PM Weekdays only)

**Make check payable to:** (Print Legibly) \_\_\_\_\_

Checks are ONLY made payable to the leaseholder

## Deposit return: (Select one option)

Option #1 (Free) - Call or email me for pickup

Phone # \_\_\_\_\_ or e-mail \_\_\_\_\_

## Option #2 (Free) (Please write legibly)

Mail to my U.S. address:

Mail to my International address

Street \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Option #3 (\$20 Fee) – Deposit into Checking Account - **below banks ONLY** (Bank account name must match the name on the check)

Alpine      Chase      Wells      Vectra      1<sup>st</sup> Bank      U.S. Bank      ANB

**Account #:** \_\_\_\_\_

Option #4 (\$20 Fee) – Wire into **Foreign ONLY** Account (Bank account name must match the name on the check)

(Our accounting department will call you to confirm your account information, before wire is done)

Your phone number for accounting to call \_\_\_\_\_ (This needs to be done before move out)

Name of bank \_\_\_\_\_ Country \_\_\_\_\_ Phone # \_\_\_\_\_

Account # \_\_\_\_\_ SWIFT \_\_\_\_\_

**Name/s** (Print) \_\_\_\_\_ **Apartment #** \_\_\_\_\_

**Signature/s** \_\_\_\_\_ **Date** \_\_\_\_\_