

Thank you for renting with Meyers Management! Please enclose this form in an envelope along with your keys and garage remote (if applicable) and bring it to the office at 4 Bayard Road Suite 1. After hours, you can place the envelope in our secure dropbox outside the office of Building 4 on the day you leave. We appreciate your tenancy and wish you luck on your next journey!

Building and Apartment Number: _____

Your Lease End Date: _____

Date of Key Drop-Off: _____

Tenant Name(s) on Lease: _____

The Security Deposit will be returned **to the Tenant who paid the deposit**, by mailed check or eCheck. If no forwarding address or direct deposit information is provided, the deposit will be sent to the Tenant's last known address.

SECURITY DEPOSIT REFUND PREFERENCE (Circle One Option):

1. eCheck (Direct Deposit)

NOTE: You will receive an email requesting your banking information. If we do not receive your banking information within **one (1) week** of your lease end date, the refund will automatically be sent to your given or last provided forwarding address. Tenants must ensure that they are inputting their banking information correctly; this cannot be changed once the banking information is submitted. **THE BANKING INFORMATION MUST BE FOR AN AMERICAN BANK.**

2. Mailed Check to Forwarding Address

NOTE: Unfortunately, we cannot give you your security deposit check on the date that you move out. We will mail your check to the forwarding address below.

Write the forwarding address of the tenant who paid the deposit below:

Name: _____

Address: _____

Please see the next page regarding move-out and security deposit information!

PLACE ALL KEYS TO YOUR APARTMENT AND MAILBOX IN AN ENVELOPE (IF APPLICABLE, INCLUDE GARAGE REMOTE)

ALL KEYS RETURNED (You will be charged for unreturned keys and/or garage remotes):

YES NO N/A

GARAGE DOOR REMOTE RETURNED:

YES NO N/A

ALL FURNITURE REMOVED (You will be charged for the removal of any furniture left in unit and/or on the property):

YES NO

APARTMENT LEFT IN BROOM SWEEP CONDITION:

YES NO N/A

MOVE-OUT CHARGES

1. Automatic Standard Deductions (Not Damage-Related)

Landlord shall automatically deduct the following standard charges from the Security Deposit upon move-out. These charges apply regardless of the condition of the Property and are intended to cover routine professional cleaning required at the end of tenancy:

(A) For professionally steam cleaning carpet (with additional charges applicable for stain removal and carpet repair, if necessary) and/or hardwood or LVP floor cleaning (check applicable amount): Studio: \$55.00 1Bed: \$75.00 2Bed: \$85.00 3Bed: \$118.00 4Bed: \$150.00

(B) For professionally cleaning the entire Property: Studio: \$70.00 1Bed: \$80.00 2Bed: \$90.00 3Bed: \$112.00 4Bed: \$135.00

IF KEYS ARE RETURNED TO THE LANDLORD BEFORE THE LAST DAY OF THE LEASE, TENANT ACKNOWLEDGES THAT THIS DOES NOT CONSTITUTE AN ACCEPTANCE OF POSSESSION AND/OR TENANT'S SURRENDER OF THE APARTMENT AND THAT THE LEASE ENDING DATE REMAINS AS INDICATED ON THE LEASE.

LEASING OFFICE USE ONLY

Number of Bedrooms: _____

Security Deposit Paid _____

Automatic Deductions: _____

Additional Notes (if applicable):

Security Deposit Refund: _____

Date of Processing: ____/____/____