

# RST & assoc.

## Security Deposit Refund Form

Dear Resident:

For a prompt refund of your SECURITY DEPOSIT, please complete this form and return it to your manager or RST office as soon as possible. **Sec Dep check will be refunded with the names of all those listed above unless otherwise instructed in writing.**

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ Day time phone # \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Intended Date to Vacate: \_\_\_\_\_ Deposit amount: \$ \_\_\_\_\_

Stove: owner  yours  Fridge: owner  yours  Parking # (or description) \_\_\_\_\_

**Forwarding Address:**

At the time you vacate, keys and garage remotes must be dropped off with your resident manager or at our office located at 11866 Wilshire Blvd., Suite #101, Los Angeles, 90025. The apartment is not considered vacant until all the keys are returned to the manager/office. We will be showing your apartment to prospective renters by giving you a 24hr notice.

We will be performing a pre-inspection on your unit no sooner than 2 weeks prior to move-out. Please check if you want to be present at this pre-inspection.

- Yes, I wish to be notified 48 hours prior to inspection date and time.
- No, you may give 24-hour notice and enter my unit without my presence.

If this form is not returned 14 days before move-out or is not completed identifying your desire to be present, we will assume you do not want to be at the pre-inspection. Thank you for your tenancy.

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

<b>Keys</b>	*Possession is deemed released when keys are returned to the office or manager.		
Date received	_____	Security Deposit	\$ _____
Left with mgr.	_____	Cleaning Deposit	_____
Not returned	_____	Pet deposit	_____
		Other deposit	_____
		<b>Total:</b>	_____
 <b>Written Notice</b>		<b>Deductions:</b>	
Date received	_____	Date Vacated	_____
Not received	<input type="checkbox"/>	Rent Liabe Until:	_____
		Unpaid rent	_____
 <b>Refund Approval</b>		Cleaning	_____
Signed	_____	Pet damage	_____
Date	_____	Clean carpet	_____
 <b>Deadline</b>		Painting	_____
<b>Paid</b>		Maint. Charges	_____
Check Number	_____	Keys	_____
Date mailed	_____	Garage door opener	_____
		Damage	_____
		Other	_____
		<b>Total Deductions</b>	_____
		<b>Total Refund</b>	_____

Security Deposit Refunds are due to you within 21 days from the date of move out. Should you have any questions once you receive your security deposit statement please contact your former manager **BY SUBMITTING ANY DISPUTE IN WRITING.**  
 If a forwarding address is not received, the refund check will be mailed to the last known address. A service charge of \$15.00 will be assessed if a refund check needs to be reissued.  
 If any monies are owed, please remit payment to RST & assoc. within seven days of receipt of notice. Any negative information on this statement may be released to a credit collection agency.