



**PRICE • WILLIAMS**

*Builders • Developers • Property Managers*

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**MANDATORY FORWARDING ADDRESS  
FORM FOR SECURITY DEPOSIT REFUND**

To facilitate the return of your Security Deposit, your unit must be cleaned thoroughly and restored to the condition it was at the commencement of your Lease. A standard reconditioning fee will be charged and deducted for carpet cleaning, painting and wall restoration, pursuant to the Policy and Procedure Handbook signed by you at the time you executed the Lease. In addition, any repairs needed to the unit will also be deducted from your Security Deposit and any unpaid rent or fees.

Please make sure to return all keys provided at move-in.

If any resident is not vacating, a Move-Out Inspection will not be conducted and a Partial Security Deposit Refund Form must be completed in addition to this form, in order to receive a Security Deposit refund.

This form is due to Price-Williams Realty, Inc. within one (1) week of vacating your apartment to ensure your Security Deposit is mailed to the correct address. Please do not call with your forwarding address as we cannot take an address change over the phone. All address changes must be provided in writing. Processing of Security Deposit refunds will be delayed if no forwarding address is provided.

(\*\*Please be advised that Security Deposits can only be mailed to an address in the U.S.\*\*)

Tenant Name: \_\_\_\_\_

Leased Property: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

