

South Campus Quarter

Security Deposit Forwarding Address and Key Return

TENANT NAME (Print Legibly): _____ Date: _____

UNIT (Check (v) unit, include apartment number or street address, and circle bedroom occupied.):

- Campus Courts Apartments (Apt #): _____ Bedroom: #1 (Front) #2 (Back)
- Bern St. Apartments (Apt #): _____ Bedroom: #1 (Front) #2 (Back)
- 111 Bern Street Bedroom: #1 (Front) #2 (Side) #3 (Back)
- 530 S. Campus Ave Bedroom: #1 (Front LL) #2 (Back LL) #3 (Right UL) #4 (Left UL)
- 308 S. Campus Ave (Apt #): _____
- Campus Commons (Street address): _____ Bedroom: #1 #2 #3 #4
(Bedroom number is located on edge of bedroom door by lock hardware)

SECURITY DEPOSIT FORWARDING ADDRESS:

- Use my **Permanent Address** on file
- Use **NEW Address** listed below (Print Legibly):

Street: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

By returning my keys I surrender my unit and any contents left behind back to South Campus Quarter.

SIGN: _____ Date: _____
Tenant Signature

Comments:

KEYS RETURNED: (To be completed by office staff)

Campus Courts & Bern St (9-12): Electronic (bldg): _____ Entry: _____ Mailbox: _____

Remodeled Campus Courts: Electronic: _____ Mailbox: _____

Bern St (1-8): Entry: _____ Mailbox: _____

Campus Commons: Electronic: _____ Garage Remote: _____

308, 530 Campus, 111 Bern: Entry: _____

Signed: _____ Date: _____ Recorded: _____ Staff: _____

Office Staff