

# 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 OR  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.**

- Summer Storage Only (no Security Deposit returned)

SIGN: \_\_\_\_\_ Date: \_\_\_\_\_  
*Tenant Signature*

### Comments:

#### KEYS / REMOTES / RPP 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: \_\_\_\_\_

RPP: Permanent # \_\_\_\_\_ Guest # \_\_\_\_\_

308, 530 Campus, 111 Bern: Entry: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Recorded: \_\_\_\_\_ Staff: \_\_\_\_\_

*Office Staff*