

# CENTURY 21<sup>®</sup>

Judge Fite Property Management

## NOTICE OF FORWARDING ADDRESS

To receive your security deposit disbursement, you are required to provide your forwarding address in writing. Please complete this form and return it to our office.

The accounting of your security deposit will be mailed to you via regular mail within 30 days after all keys and access devices have been returned to CENTURY 21 Judge Fite Property Management (please allow 5-7 business days for mail delivery). If we do not receive your forwarding address in writing, your security deposit disbursement will not be sent. All funds will be in the form of a single check made payable to all tenants listed on your lease agreement.

### ADDRESS OF CURRENT RESIDENCE:

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

### FORWARDING ADDRESS:

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

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

It is important that we have updated contact numbers in case we need to reach you after you vacate the property. We may have questions that need to be answered in order to settle your security deposit disbursement. All parties listed as a tenant on your lease must sign this document.

Printed Name

Signature

Date

Tenant # 1: \_\_\_\_\_

Tenant # 2: \_\_\_\_\_

Tenant # 3: \_\_\_\_\_

Tenant # 4: \_\_\_\_\_