

# METRO PROPERTIES, INC. SECURITY DEPOSIT RETURN FORM

Lessee(s) Name(s): \_\_\_\_\_

Apartment Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

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

**FORWARDING** Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

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

***The following is an itemized statement of your deposit account (For Office Use Only):***

Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Keys Returned: \_\_\_\_\_ ENTRY \_\_\_\_\_ APT \_\_\_\_\_ MAIL \_\_\_\_\_ FOB

Total Amount of Deposit Paid: \$ \_\_\_\_\_ Date(s) Paid: \_\_\_\_\_

**DEDUCTIONS/CREDITS AGAINST DEPOSIT:**

<u>TYPE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Interest Earned:		
Account Balance:		
Credit Balance:		
Damage Repair:		
Painting/Wall Work:		
Cleaning:		
Re Key Apartment:		
Re Key Mailbox:		
Miscellaneous:		
	<b>TOTAL CHARGES:</b>	
	<b>INTEREST:</b>	
	<b>TOTAL DEDUCTIONS:</b>	
Notes:		

Your security deposit refund check in the amount of \$ \_\_\_\_\_ is enclosed. Check #: \_\_\_\_\_

A check for your account credit in the amount of \$ \_\_\_\_\_ is enclosed. Check #: \_\_\_\_\_

Please make your check in the amount of \$ \_\_\_\_\_ payable to **Metro Properties, Inc.** We must receive your payment within **10 days of receipt of this statement.**

X \_\_\_\_\_

**Returned by:**

X \_\_\_\_\_

**Date**