

PERSONALIZED MANAGEMENT SERVICES
FORWARDING ADDRESS INFORMATION

Date: ___/___/___ Address you rented from us: _____

We will be sending out information regarding the deposit to each former tenant. In order to avoid delays in receiving this information, and your refund check, please print your individual forwarding information below – LEGIBLY!

Instructions:

- Have everyone fill out the forwarding information below. If you do not provide us with a forwarding address we will send the deposit and statement to your last known address – the unit you rented!
- You do not have to use this form but the information you send us must contain all the information and a have a signature.
- If we do not have the information below from each tenant, we will send out ONE check to the tenant we select and made out to all legal tenants.
- If we are missing just one signature, we will send out ONE check to the tenant we select and made out to all legal tenants.
- If we receive separate forms from individuals the information must match across all forms or we will send out ONE check to the tenant we select and made out to all legal tenants.
- If you want all the funds to go to one tenant
 - please mark that person as getting 100% of the deposit and fill in their name.
 - We will send the check to the last known address of that tenant. If they do not provide us a forwarding address it will go back to the unit you rented.
- If you want all the funds to go to a third party each tenant must have that information on their form and it must match the other forms.
- If you want separate checks:
 - You must indicate the percentage or portion of the deposit for person to receive.
 - If the forms do not all match we will send out ONE check to the tenant we select and made out to all legal tenants.
 - We will charge the unit \$15 for each check after the first check prior to cutting checks.
 - DO NOT specify a dollar amount. If, for some reason, the funds remaining do not match your numbers we will send out ONE check to the tenant we select and made out to all legal tenants.
- If you all want a single check to go to a 3rd party (i.e., someone not on the lease)
 - select that option below and provide that information.
 - If the forms do not all match we will send out ONE check to the tenant we select and made out to all legal tenants.

Please circle the option below that you prefer:

- I want Personalized Management Services to send out one check made out to all tenants. I understand I will receive a copy of any withholding from the deposit at the address below and I authorize Personalized Management Services to select which tenant will receive the check. If no other option is selected I understand Personalized Management Services will use this option.
- I want one tenant to receive the entire check made out in their name. That tenant is: _____
- I want a third-party to receive the entire check made out in their name.
 - That person is: _____
 - Their address is: _____
- I want to receive a separate check. The portion on my check should be _____ % of the deposit. I understand this will incur an addition fee.
- I want a third-party to receive my portion of the check made out in their name. The portion on my check should be _____ % of the deposit. I understand this will incur an addition fee.
 - That 3rd party is: _____
 - Their address is: _____

By signing below I understand the instructions above and authorize Personalized Management Services to process the security deposit refund in manner indicated above.

Print name here: _____ Sign here: _____

My forwarding address: _____

Date: _________